

GREEN VALLEY SANITARY DISTRICT

PO BOX 1105, RAPID CITY, SD 57709

EMAIL: GVSD13@GMAIL.COM

JANUARY 14, 2026

The meeting was called to order at 7:01 PM MST. 15 members of the community were present.

Roll Call:

Valerie Lewton - here; Saboin Vifquain - here; Frank Henderson - here.

Approval of the Agenda:

A motion to approve the agenda was made by Frank Henderson, seconded by Saboin Vifquain. Approved.

Approval of Secretary's Minutes:

A motion was made by Frank Henderson to approve the minutes "as corrected". Valerie Lewton seconded. Approved. The amended minutes can be found online at www.rapidvalleysanitarydistrict.com/green-valley-sanitary-district under the 12-04-25 Special Meeting Minutes link.

Approval of Treasurer's Report:

Frank Henderson provided a summary of the balances of the 9 accounts held by the Green Valley Sanitary District. (See attachment.) One CD matured. GVSD has 10 outstanding invoices.

Western Mailers - unfortunately the mailing on the letters issued previously concerning the sewer project were incorrect due to the spreadsheet provided to them by the previous board. However, it is recommended the current board look past those discrepancies and pay the bill in full for a total of \$832.84. Interstate Engineering has several outstanding invoices. Frank Henderson recommended GVSD not pay these invoices until discussions about the contract non-compliance items have been addressed and several issues looked at (incorrect mileage rate, no description as to what that mileage was used for, no summary of services provided, etc). Lynn Jackson has 4 outstanding invoices through November 2025, excluding one received via email today. The bills have finance charges that are to be removed by Lynn Jackson. The use of the Central States Fair building was \$150. GVSD insurance invoice is \$3724.00. The post office box bill was \$268.00 to be reimbursed to

Valerie Lewton. All told, the outstanding invoices total \$12,257.11. Valerie Lewton made a motion to approve any payments due recommended by the treasurer and accept the Treasurer's Report. Saboin Vifquain seconded. Approved.

BILLS APPROVED FOR PAYMENT	
WESTERN MAILERS	\$832.84
CENTRAL STATES FAIR	\$150.00
MARSH MCLELLAN AGENCY	\$3724.00
LYNN JACKSON	\$7282.27
VAL LEWTON (PO BOX REIMBURSEMENT)	\$268.00

Nomination of Trustees to the GVSD Board:

Valerie Lewton made a motion to accept nominations for board members. Saboin Vifquain seconded. Approved. Carla Buxton volunteered via text message and her husband, Jon, who was present at the meeting; Gena Miller was nominated by Pamela Kammerer, and Steve Myers volunteered. A motion was made by Saboin Vifquain to accept Gena Miller and Steve Myers to the board. Frank Henderson seconded. Approved. Welcome to the board!

Valerie Lewton nominated Frank Henderson for President upon her resignation. Saboin Vifquain seconded. Approved. A discussion was had about assigning additional board member roles and timelines, it was agreed to hold on this until after a full board was in place and Valerie Lewton's resignation was accepted.

Resignation of Valerie Lewton:

Valerie Lewton read her resignation letter to the board and attendees (see attached), to be effective immediately. Gena Miller made a motion to accept the resignation letter, Saboin Vifquain seconded. Approved. Thank you Val for all your hard work and for dedicating your time and your energy to the Green Valley Sanitary District!

Nomination of Trustees to the GVSD Board & Assignment of Roles:

Frank Henderson made a motion to accept Carla Buxton's offer to join the board as the 5th and final member. Saboin Vifquain seconded. Approved.

Steve Myers and Gena Miller provided the board with the information needed to better understand the tenures associated with each board member's role. The following was decided by the board:

President: Frank Henderson - term ends in 2028.

VP/Secretary: Saboin Vifquain - VP term ends in 2027; Secretary's term in 2028.

Gena Miller: Treasurer - term ends in 2027.

Steve Myers: Trustee at large - term ends in 2029.

Carla Buxton: Trustee at large - term ends in 2029.

Steve Myers made a motion to agree to the rolls as assigned. Gena Miller seconded. Approved.

Sewer Design Update:

Frank Henderson provided those at the meeting with information concerning the scope of work performed by Interstate Engineering and gave the representatives from that company a document listing multiple non-compliant contract items that must be addressed. Several issues were overviewed including documentation of deliverables provided to GVSD and GVSD written authorization to proceed to the next phase of work. The most recent invoice value to date of "91%" complete is not justified without having delivered plans, specifications, reports or Opinion of Probable Cost to GVSD in accordance with the contract. Invoice format is not acceptable and needs to be revised with line items matching each major contract task, its total value, percent complete to date, and remaining balance. All of these issues need to be addressed and resolved before moving forward with the project. Jennifer Sietsma with the Black Hills Counsel has never seen plans from the engineering company, and as the same goes for the new board, it was asked that those be provided as soon as possible.

Jennifer Sietsma explained to everyone present exactly how the payments are processed for reimbursement from the state for invoices related to the project. She also gave a breakdown of the loans and grants provided to GVSD and what might need to be paid back if the project were to not move forward to completion. The total spent on the project so far amounts to \$842,347.34. It is estimated the current loans, over 30 years, might cost each household \$8-9 per month to pay back. The \$19M figure was discussed and the counsel believes the state would never approve such a number as their project cost estimate was \$10,847,000. Jennifer Sietsma also informed the board about updating the sign in for the SAM program with their information to be in compliance.

The floor was opened to the public for any questions or comments. Randy Scott asked how the sewer design engineering was initiated in contradiction to GVSD board decision in 2017 to not proceed with the sewer system until the water system loan was paid off. Steve replied that it is hard to unspend money and Val commented that the past board tried to go back but couldn't and that the costs will be hard on some.

Gena Miller made a motion to adjourn the meeting; Steve Myers seconded the motion. The meeting was adjourned at 8:18 PM.

GREEN VALLEY SANITARY DISTRICT

PO BOX 1105, RAPID CITY, SD 57709

EMAIL: GVSD13@GMAIL.COM

SIGNATURES:

FRANK HENDERSON, PRESIDENT

SABOIN VIFQUAIN, VP/SECRETARY

GENA MILLER, TREASURER

STEVE MYERS, TRUSTEE AT LARGE

CARLA BUXTON, TRUSTEE AT LARGE

DATE

Green Valley Sanitary District

PO Box 1105 • Rapid City, SD 57709

Phone (605) 484-7237

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12/31/2025

REGULAR SHARE ACCOUNT ACCT#1	
Day to Day Operating Monies	
BEGINNING BALANCE	\$42.05
Interest	
TRANSFER to account #2	
TRANSFER to account 20	
DEPOSIT	
BANK FEE (If under \$2,500)	
ENDING BALANCE	\$42.05
ULTIMATE CHECKING ACCOUNT ACCT#2	
Day to Day Operating Monies	
BEGINNING BALANCE	\$ 7,511.36
DEPOSITS PENN. COUNTY	\$545.20
Interest	\$0.99
LOAN DEPOSIT	
TRANSFER from #3	
TRANSFER to loan interest	
BUSINESS CHECKING FEE \$7.50	ACCOUNT UNDER \$2,500
CHECK#	
CHECK#	
CHECK#	
BALANCE	\$8,057.55
ULTIMATE CONSTRUCTION ACCOUNT ACCT# 3	
Created by our Special Assessment Taxes for the Water Loan	
CAN NOT use for Day to Day Expenses	
BEGINNING BALANCE	\$150,503.20
DEPOSIT Pennington	\$1,387.28
DEPOSIT	
DEPOSIT	
TRANSFER	
RD Payment	
CHECK#	
Interest	\$19.25
BALANCE	\$151,909.73
GVSD SEWER CHECHING ACCT #20	
BEGINNING BALANCE	\$38,189.20
DEPOSIT	
DEPOSIT	
DIVIDEND (0.15%)	\$4.87
CHECK #	

CHECK #	
BALANCE	\$38,194.07
GVSD SEWER SAVINGS ACCT # 60	
BEGINNING BALANCE	\$0.00
DIVIDEND	\$0.00
CHECK #	\$0.00
BALANCE	\$0.00
12 MO Maint Fund (Water Only) #121 - Will Mature 11/07/2025	
Created on November 2013 with \$105,000 from Acct # 3	
BEGINNING BALANCE	\$128,299.81
DIVIDEND (3.750%)	\$401.61
DIVIDEND (5.120%)	
DIVIDEND	
CHECK#	
BALANCE	\$128,701.42
12 month certificate (Guaranteed Last Water Payment) #1000 - Will Mature 1/04/2026	
Created on January 4, 2022 with \$105,000 from Acct # 3	
BEGINNING BALANCE	\$116,087.46
TRANSFER	
TRANSFER	
CHECK#	
DIVIDEND Deposit	
DIVIDEND (3.750%)	363.38
BALANCE	\$116,450.84
12 month certificate #1001 - Will Mature 1/11/2026	
Created on January 11, 2024 with \$11,500 From Acct #1	
Day to Day Operating Monies	
BEGINNING BALANCE	\$12,388.07
Transfer from regular Share 0001 - \$11,500.00	
Interest 3.750%	38.78
	12,426.85
3 month certificate #1002 - Will Mature 7/11/2025	
Created on January 11, 2024 with \$140,000 From Acct #3	
CAN NOT use For Day to Day Expenses	
BEGINNING BALANCE	\$50,285.91
Transfer to re Acct #3	
Interest 4.000%	
Transfer to act. 0003	
Interest 3.920%	167.69
Transfer from Share 0001	
	\$50,453.60

Valerie Lewton

President, Board Member & Trustee Green Valley Sanitary District

January 14, 2026

To Whom it may concern,

I hereby submit this document which serves as my official and valid notice of my resignation today from the board of Green Valley Sanitary District.

Signed,

A handwritten signature in black ink, appearing to read 'Valerie Lewton', written over a horizontal line.

Valerie Lewton

A handwritten date '1/14/25' in black ink, written over a horizontal line.

Date

**THESE NOTES WERE PROVIDED BY AI BASED ON THE RECORDING OF THE MEETING AND ARE FOR
REFERENCE PURPOSES ONLY**

Meeting: GVSD 1-14-2026 | AI Notes by [Fellow](#)

Summary

The Green Valley Sanitation District board meeting covered treasurer's reports, invoice approvals, and significant board restructuring. The board reviewed bank accounts with balances ranging from \$42 to **\$151,909.73** and approved payments totaling **\$12,257.11**, while withholding payment on disputed Interstate Engineering invoices. A major transition occurred with Valerie Lewton resigning as president effective January 14, 2026, and Frank Henderson being elected as the new president alongside new board members Gena Miller, Steve Myers, and Carla Buxton. The board addressed ongoing sewer project issues including contract compliance concerns with Interstate Engineering claiming **91% completion** despite missing key deliverables. The meeting also covered funding status, revealing **over 80% grant funding** based on an \$11 million project estimate, with potential repayment obligations if the project doesn't proceed. Board members expressed concerns about the financial impact on residents, particularly elderly ones who would face simultaneous water and sewer assessments.

Action items

- : Follow up with a formal email detailing contract compliance concerns to Interstate Engineering. 0:41:31
- : Send an email with SAM registration expiration date information to the board. 0:47:17

Decisions

- The board **approved the meeting agenda** by motion, second, and unanimous vote. 0:01:02
- The board **approved the corrected minutes** from the previous meeting by motion, second, and unanimous vote. 0:01:45
- The board **approved the treasurer's report** as presented, including the recommendation to pay \$12,257.11 in invoices while withholding payment on two Interstate Engineering invoices totaling \$5,500. 0:15:51
- **Gena Miller and Steve Myers were elected** as new board members of the Green Valley Sanitation District. 0:20:30
- **Frank Henderson was elected as president** of the Green Valley Sanitation District board. 0:21:28
- **Valerie Lewton's resignation from the board** was formally accepted, effective immediately (January 14, 2026). 0:28:52
- **Carla Buxton was elected** as the fifth board member to fill the position vacated by Valerie Lewton. 0:31:55
- Board positions were officially assigned: **Frank Henderson as president**, Saboin as vice president and secretary, Gena as treasurer, and Steve and Carla as at-large members. 0:38:10
- **Board positions were approved** with Steve as the first motion and Gena as the second motion, followed by a unanimous vote. 0:38:23
- **No further invoices or updates will be processed** until contract compliance issues with Interstate Engineering are addressed. 0:40:22
- **New invoice format requirements implemented** to include detailed line items showing previous billing amounts and remaining balances for each service category. 0:42:02

Topics

Board Governance and Administration

- The meeting began with formal procedures including roll call with President Valerie Lewton and members Saboin and Frank present. The agenda was **approved by motion**, seconded, and carried unanimously. 0:00:28

- The corrected minutes from a previous meeting were **approved by motion**, seconded, and carried unanimously. Members signed the documents, making sure to correct the year from 2025 to 2026. 0:01:19
- The board formally voted to accept **Gena Miller and Steve Myers** as new board members following nominations. The motion was seconded and carried unanimously. 0:20:30
- Valerie Lewton read her formal **resignation letter dated January 14, 2026**, which she submitted effective immediately. The board voted to accept her resignation. 0:27:48
- **Carla Buxton** was elected as the fifth board member to fill the position vacated by Valerie Lewton. The motion passed unanimously. 0:31:55
- The final board composition was established: **Frank Henderson as president**, Saboin Vifquain as vice president/secretary, Gena Miller as treasurer, and Steve Myers and Carla Buxton as at-large members with specific term expirations for each position. 0:38:10

Financial Reports and Payments

- Frank presented a summary of nine different bank accounts, with balances ranging from \$42.05 to \$151,909.73. The reports were attached to the meeting minutes rather than reading all transaction details. 0:02:40
- A 12-month maintenance fund CD with a balance of \$128,701.42 was noted to have matured on November 7, 2025. Additional certificates were reported, including a 12-month certificate (\$116,450.84) and a 3-month certificate (\$5,453.60). 0:04:12
- The board reviewed ten invoices totaling approximately **\$17,757.11**, including Western mailers (\$832.84), disputed Interstate Engineering invoices (\$5,500), attorney fees (\$7,282), and various smaller operational expenses. 0:05:48
- Frank **recommended against paying two Interstate Engineering invoices** (\$4,230 and \$1,270) due to disputes over completion percentage (91% claimed but disputed) and incorrect mileage charges. 0:08:53
- The board approved payments for recommended invoices totaling **\$12,257.11**, excluding the disputed Interstate Engineering invoices. The treasurer's recommendations were unanimously accepted. 0:14:02

Sewer Project Contract Issues

- The board president provided a detailed summary of contract items that Interstate Engineering has not yet addressed or complied with. The engineering firm is currently at **91% of their contract completion** despite missing key deliverables. 0:39:36
- The board noted that no specifications have been submitted despite being a contractual requirement for the 35% submittal milestone. Additional missing deliverables include technical reports and a current cost estimate. 0:40:49
- A new invoice format was requested that includes detailed line items showing previous billing amounts and remaining balances for each service category, rather than continuing with the current lump sum format. 0:42:02
- Inconsistencies were identified in the contract scope, specifically regarding property negotiations which were **deleted in the scope but still retained a \$12,000 line item** in the contract. 0:43:01
- Jennifer Sietsema (Black Hills Council of Governments) indicated she had never received a set of plans, with the only known set being one that was displayed for public viewing. The engineering firm claimed plans were previously provided via email links that have likely expired. 0:44:09

Email Access and SAM Registration Requirements

- The board is experiencing challenges accessing their official email account, which is crucial as it contains important project documentation and is linked to their System for Award Management (SAM) registration. 0:45:40
- Jennifer Sietsema emphasized that the **SAM registration must be maintained and updated annually** to continue receiving grant and loan reimbursements from the state. Allowing the registration to lapse would result in payment delays. 0:46:08
- As board turnover occurs, the SAM registration needs to be updated to match new signatories. If the signing authority doesn't match what's in SAM, the state will not issue payments for project expenses. 0:47:43
- It was clarified that the district's accountant is currently the administrator for both the email and bank accounts due to frequent board changes. The board plans to visit the bank to update account signatories. 0:48:21

Funding Status and Reimbursement Processes

- Jennifer Sietsema provided a comprehensive funding update, reporting the **total project cost billed to date as \$842,347.34** with no reimbursements processed since August 11, 2025. 0:55:31
- Available funding includes a **\$237,000 water quality grant** (\$215,098.96 remaining), a **\$2 million** Consolidated Water Facilities Construction grant (21.2% of project costs), and a **\$2,000,750** state revolving fund loan with 100% principal forgiveness. 0:56:13
- Project expenses are being split between three funding sources based on specific percentages: Water Quality Grant at 2.8% or 6%, another source at 21.2%, with the remainder coming from the principal forgiveness loan. 1:08:08
- For larger invoices, especially during construction, early submission is recommended as the district **won't be able to cash flow construction costs** and will need timely reimbursements from the funding sources. 1:09:45
- If the sewer project doesn't go forward, the sanitary district would be required to pay back the principal forgiveness loan dollars over 30 years through a surcharge, even though these loans wouldn't normally require repayment if the project proceeds. 0:58:12

Project Impact and Community Concerns

- The \$642,000 drawn from the state revolving fund (federal EPA money filtered through the state) **would have to be repaid** if the project doesn't continue, while repayment requirements for the \$21,000 and \$178,000 from state funding sources remain uncertain. 0:58:51
- The state and federal government have provided over 80% grant funding for the project, which is described as "unheard of" for a sanitary district. This substantial subsidy was based on an **\$11 million total project estimate**, not the higher figures mentioned. 1:01:14
- If repayment becomes necessary, it would likely be collected through a sewer surcharge of approximately \$8-9 per month from each property over 30 years, though this creates complications since all residents are currently on septic systems. 1:11:17
- Questions were raised about proceeding with the sewer project when residents were previously told it wouldn't happen until all water assessments were paid off, with concerns that this decision was made by a previous board without proper process. 1:14:00
- Valerie Lewton expressed personal concerns about residents having to pay **two different tax assessments simultaneously** (water and sewer), noting it would be particularly difficult for the many elderly residents in the area. 1:15:25