

## 5/9/2016 Meeting Notes

1. Meeting called to order at 9:00am by President Springer
2. Roll: all present
3. April meeting minutes reviewed, errors noted
  - a. Replace Stewart with Finnesand
  - b. Update May meeting time to 9:00am
  - c. Discussed timing of posting meeting minutes to newspaper
    - i. Members agreed that minutes should be approved first before posting
    - ii. Will start with May meeting minutes
  - d. Motion to approve minutes made by Bair, second by Finnesand
4. Department reports
  - a. Maintenance:
    - i. No significant maintenance issues in April
    - ii. Odor control materials purchased
    - iii. Lift stations will be washed down by Memorial Day
    - iv. Early May issues addressed:
      1. Todd Jones – control box
      2. East State Park
    - v. Discussed status of maintenance reports tracked on tablet; Fedje will continue working on getting the reports updated
  - b. Treasurer's report:
    - i. Balance sheet and income statement reviewed for April
      1. Discussion on treatment of employee benefits; Finnesand will research the issue
      2. Approved expenses:
        - a. Hahler Automotive (running boards) \$390.00
        - b. Community Oil of Glacial Lakes (fuel) \$173.21
        - c. Delaney Law Office (legal expense) \$300.00
        - d. Hawkins, Inc. (odor control) \$2436.50
        - e. Milbank Win Waterworks (repairs) \$1,585
        - f. Northland Auto (bed matts) \$125
        - g. Reporter & Farmer \$42.13
        - h. One Call Systems, Inc. \$4.20
        - i. Dakota Bank Cr Card (electronically) \$544.55
    - ii. Accounts Receivable:
      1. 2 customers notified that their outstanding balance will be certified with Day County Treasurer on October 1<sup>st</sup> if not brought up to date
    - iii. Motion by Finnesand to approve financial reports; second by Bair
5. Old Business
  - a. Building removal: structure removed from PLSD property; stilt fence and straw added to property to prevent erosion

- i. Fedje presented board with certificate of award from DENR for operation and maintenance of the sanitary sewer system
  - b. Research building and proper process to solicit bids if determination made to erect building
  - c. Update on emailing monthly statements: board agreed they prefer to receive statements ahead of the meeting; however Fedje will try to email the reports directly rather than sending the scanned files to save on data used with large file
  - d. Upgrade on QuickBooks: Done – required to make the upgrade in order to use the system
  - e. Weed control: Bair checked on available weed control that can be used for aquatic areas with significant residual; nothing found. Fedje will continue using aquatic RoundUp.
6. New Business
  - a. Agenda items: Button requested that the board email her agenda items prior to the meeting so she can update the agenda. She will share the agenda electronically with board members prior to each meeting
  - b. Other new business:
    - i. Fedje will be on vacation in July and is pursuing a backup for his absence
    - ii. Fedje presented information from Dakotah Bank for new fees for money market savings account; Board directed Fedje to follow up with the bank to determine best option and report back at next meeting
7. Next meeting: set for June 13, 2016 at 9:00am
8. Adjournment: Motion to adjourn Bair, second Finnesand. Meeting adjourned at at 10:15