TRUSTEE MEETING

October 8, 2021 @ 4:00 PM

**ATTENDANCE**: Meeting was called to order at 4:00 PM. Roll call taken - present were Trustees Josh Bartos and Iver Finnesand; Kim Remily absent. Quorum reached. Also present were System Manager Justin Carlson and Clerk Mary Finnesand.

**AGENDA:** Proposed agenda reviewed, and motion made to approve agenda by Bartos; second by Finnesand. Motion passed.

**PUBLIC COMMENT**: No public comments made.

**AUGUST MINUTES**: The Board reviewed the September 9 & 15, 2021, minutes. Motion made to approve the minutes by Finnesand; seconded by Bartos. Motion passed.

**FINANCIAL REPORTS:** Total funds available as of 9/30/21: General Checking Account $39,698.67 and Reserve & Replacement $142,500.97. Outstanding accounts receivable totaled $34,412.84; however, as of the meeting date, the balance had dropped to a little over $24,000. Clerk Finnesand is following up on outstanding balances. Motion to accept financial reports made by Bartos; seconded by Finnesand. Motion passed.

**SEPTEMBER EXPENSES:** Maintenance Telephone: Venture Communications ($174.34), Straight Talk ($37.40); Pump & Control Maintenance: Winwater Works ($5,087.18), Duerre Excavation ($2013.32); Dakota Pump & Control ($4,585.47), Mayou Electric ($2,675.00); Kevin’s Septic Service ($4,320.00), Amazon ($270.04), Cenex C Store ($75.00), Community Oil ($48.00); Misc Maintenance: Webster Ace ($27.99); Bank Service Charge: Dakotah Bank ($10.00, $28.75); Office Supplies & Expense: Wix ($150.48), Call-Em-All ($45.00); Payroll Liabilities: IRS ($1,004.32), QuickBooks Payroll ($2,376.12, $1,285.08); Electrical Usage: Ottertail ($59.31), LREA ($829.40); Water Usage: WEB Water ($37.26).

**MAINTENANCE REPORT:** Manager Carlson reported that no customer repairs were completed in September. Update on septic tank pumping: Carlson reviewed the list of outstanding cabins with Rob Grewe on 10/1 and located a few more tanks to be pumped. There are still eight cabins where tanks couldn’t be found. PLSD follow up by sending letters to those customers as it may be that the properties don’t have tanks.

Upgrading main lift station: the upgrade work will be done on 10/20 due to a delay from excavating contractor. The major repair will take 1 ½ days and will be coordinated with Dakota Pump who is providing the upgraded components. PLSD will send out text alerts letting customers know that water use is prohibited during that time frame. Air relief valve replacement: There are still five broken valves that will be replaced on 10/20 when Dakota Pump personnel are at the lake. Update on insulating manholes: Manager Carlson will have the 29 new air relief valve manholes spray foam insulated yet this fall to help prevent any issues with frozen lines this winter. Third quarter pump run times: Some hours are up due to rainfall in September; however overall, most lift stations have continued to drop in run times as more repairs are done to each lift.

**OLD BUSINESS:** The Board discussed recent progress made in discussions conducted by Harvey Jewett with the State and local tribal officials regarding funding availability for system upgrades and possible connection to leased land properties. With the assistance of NECOG, the Board applied for the SD state water plan by the October 1st deadline. Next steps will be discussed once the Board receives a response from the Department of Agriculture & Natural Resources. Clerk Finnesand reported that the trustee vacancy petitions are due back to the PLSD office by COB 10/13/21. She will notify the Board on 10/14/21 if more than petition is received to determine next steps for conducting an election, if needed.

**NEW BUSINESS**: Clerk Finnesand provided an update to the Board regarding the bookkeeping system utilized with Intuit QuickBooks. Motion made by Bartos to designate PLSD Clerk Mary Finnesand as the primary account owner on behalf of Pickerel Lake Sanitary District to serve as the administrative contact for the Intuit QuickBooks account. Second by Trustee Finnesand; motion approved. Motion made Bartos to correct business name spelling in Intuit QuickBooks accounts to Pickerel Lake Sanitary District and to close any other non-functioning Intuit accounts related to Pickerel Lake Sanitary District. Motion second by Trustee Finnesand; motion approved. Clerk Finnesand will draft a fall/winter PLSD newsletter for the Board to review at the November meeting.

**ADJOURNMENT**: Meeting ended at 4:50 pm. Finnesand made motion and Bartos seconded to adjourn. Motion passed.

**NEXT MEETING**: Next meeting is November 5, 2021, at 4:00pm. Agenda will be posted on the District’s website ([PLSDistrict.org](http://www.plsdistrict.org/)) and at the office 24 hours prior to the meeting.

Submitted by Mary Finnesand, PLSD Clerk