TRUSTEE MEETING

November 4, 2022 @ 4:00 PM

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

**AGENDA:** Proposed agenda reviewed, and motion made to approve the agenda as written by Bartos; second by Remily. Motion passed.

**PUBLIC COMMENT:** No public comments

**OCTOBER 14, 2022, MINUTES**: The Board reviewed the October meeting minutes. Motion made to approve the minutes by Finnesand; seconded by Bartos. Motion passed.

**FINANCIAL REPORTS:** Total funds available as of 10/31/22: General Checking Account $ 109,820.11 and Reserve & Replacement $ 48,231.23. Outstanding accounts receivable as of 10/31 totaled $ (33.00) due to some customer overpayments. Clerk Finnesand updated the Board on the status of the delinquent customer account certified to the Day County Auditor’s office per SD statue 34A-5 during the October regular meeting. The delinquent customer paid his account in full after the certification process started; therefore, a letter signed by the Board president rescinding the request must be submitted to the Auditor’s office to stop the process. Motion to accept the October financial reports and authorize Board president Iver Finnesand to sign the rescinding letter made by Remily; seconded by Bartos. Motion passed.

**OCTOBER EXPENSES:** Telephone: Venture Communications ($179.11), Straight Talk ($37.33); Pump & Control Maintenance: Rob’s Septic ($320.00), Supply House ($3,015.54, $4,523.31, $4,523.41), Joe Lesnar ($72.00); Maintenance Vehicle: HR One Stop ($86.25); Office Expense: Reporter & Farmer ($22.09), Amazon ($34.98), Wix ($200.64); Insurance: SDPAA ($2,525.00), SDML ($1,111.00), CorInsurance ($100.00); Bank Service Charge: Dakotah Bank ($10.00); Payroll Liabilities: IRS ($1,406.06), QuickBooks Payroll ($1,422.98, $2,498.58); Electrical Usage: Ottertail ($69.19), LREA ($788.31); Water Usage: WEB Water ($39.07).

**MAINTENANCE REPORT:** Manager Carlson reported that no customer repairs were completed since the previous meeting. Carlson updated the Board regarding lift station #11’s operating status. It is still functioning; however, still needs further repairs completed once the component needed is available and continues to follow up with the suppler for shipping updates. Manager Carlson plans to replace charcoal filters in November on lift stations that are beginning to emit odors.

Manager Carlson updated the Board about the smoke test conducted in August and September completed with the assistance of SDARWS. There are still some cabin owners who have not updated Carlson on the status of their repairs. The Board requested that he follow up with those customers if he isn’t contacted after the reminder is published in the fall/winter newspaper that will be issued November 7th. Manager Carlson updated the Board on training he attended to meet his continuing education requirements in Pierre November 2-3. The Board agreed to reimburse Carlson for mileage incurred traveling to and from Pierre using his personal vehicle.

**OLD BUSINESS:** Clerk Finnesand presented the Board with a status update on steps being taken to move the improvement project forward. Helms Engineering has secured a contractor who will conduct the archeological study requested by Sisseton Wahpeton Oyate (SWO) as part of the environmental approval process. The study will be completed yet this fall. The Board reviewed the contract and motion made by Remily; seconded by Bartos to authorize Board president Iver Finnesand to sign the contract and return it to Helms. Motion passed.

Clerk Finnesand provided the Board with Resolution 2022-4 A RESOLUTION TO ESTABLISH SEWER SERVICE CHARGES TO BE LEVIED ON ALL USERS WHICH DISCHARGE WASTEWATER INTO THE WASTEWATER SYSTEM OF PICKEREL LAKE SANITARY DISTRICT, HEREINAFTER DESIGNATED AS “DISTRICT”. The purpose of the resolution is to establish user rates, including the surcharge amount required by the State to repay the State Revolving Fund (SRF) loan that is part of the funding package for the project. Clerk Finnesand worked with the law office utilized by the state for the loan package and DANR to draft an acceptable resolution. Motion made by Bartos; seconded by Remily to authorize Board president Iver Finnesand to sign the resolution. Motion passed.

**NEW BUSINESS:**  Clerk Finnesand discussed current insurance coverage on PLSD vehicles and will update coverage as requested by the Board. Finnesand presented a draft newsletter and requested approval to issue the newsletter in November. The Board agreed with the topics covered. The Board reviewed and approved trustee fees for 2022 paid in one annual payment of $125/meeting. Motion made by Finnesand; seconded by Remily. Motion passed. Clerk Finnesand requested 2023 meeting dates with the Board agreeing to set monthly meetings April – November on the second Friday of each month at 4:00pm.

The Board selected Mark Reedstrom for legal representation and the Reporter & Farmer as the officer newspaper. Motion made by Finnesand; seconded by Bartos. Motion passed. The Board agreed to continue the slate of officers from 2022 into 2023 to included President – Iver Finnesand and Vice President – Josh Bartos. Motion made to approve officers made by Bartos; seconded by Remily. Motion passed.

**ADJOURNMENT**: Meeting ended at 4:45pm. Trustee Remily made motion and Trustee Finnesand seconded to adjourn. Motion passed.

**NEXT MEETING**: Next regular meeting is April 14, 2023, 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