TRUSTEE MEETING

September 8, 2023 @ 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; absent Kim Remily. Also present were System Manager Justin Carlson and Clerk Mary Finnesand. Visitors included a representative from the Enemy Swim Sanitary District.

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

**PUBLIC COMMENT:** No public comments

**AUGUST 11, 2023, MINUTES**: The Board reviewed the August meeting minutes. Motion made to approve the minutes by Finnesand; seconded by Bartos. Motion passed.

**FINANCIAL REPORTS AUGUST 2023:** Total funds available as of 08/31/23: General Checking Account $50,492.48 and Reserve & Replacement $125,193.67. Outstanding accounts receivable as of 8/31/23 totaled ($1,453.80)

**AUGUST EXPENSES:** Telephone: Venture Communications ($178.11), Straight Talk ($37.28); Pump & Control Maintenance: Bierschbach Electric ($2,062.65), Menards ($17.98), Amazon ($103.78), Dakota Pump & Control ($3,182.96); Maintenance Vehicle: Sioux Valley Coop ($95.38), Community Oil ($329.00); Building Expense: Pies Fire Equipment ($25.85); Office Expense: Amazon ($$15.17, $70.69), UPS ($43.39), Reporter & Farmer ($49.13), Walmart ($138.09), Bank Service Charge: Dakotah Bank ($10.00); Payroll Liabilities: IRS ($1,246.78), QuickBooks Payroll ($1,600.38, $3,064.20); Electrical Usage: Ottertail ($53.52), LREA ($917.24); Water Usage: WEB Water ($46.77).

Motion to accept the August 2023 financial reports made by Finnesand; seconded by Bartos. Motion passed.

**MAINTENANCE REPORT:** Manager Carlson reported that four customer lift station repairs were completed since the August meeting. He also reported that the main lift stations operated normally during the prior month without any repair issues. He updated the Board that the cabins still in need of repairs identified by the smoke test conducted last fall have been completed. Manager Carlson alerted the Board that one of the culverts located around the main lift station is plugged and suggested that they be replaced with one larger culvert that will better prevent flooding around the lift station. The Board agreed with Carlson’s suggestion to requested he move ahead with the necessary updates. Carlson briefed the Board on the West State Park’s plan to add a new family cabin to the park that will require a separate lift station and appropriate components. He explained that he will touch base with the contractor to make sure the personal lift station is installed properly. Manager Carlson also updated the Board on winter preparations that includes updating air relief valve covers installed in roadways to included additional insulation. He will also order charcoal to update the filters installed on the lift stations and degreaser applied where needed. The Board discussed the need for a snow removal contract for the upcoming winter and agreed that bids will be solicited. Trustees directed Clerk Finnesand to run a bid notice in the Reporter & Farmer in their next edition.

**OLD BUSINESS:** Clerk Finnesand presented the Board with a status update on administrative steps being taken to move the improvement project forward, including state funding documents and customer profiles for new customers on tribal land. Manager Carlson also informed the Board he met with the contractor and that work will begin on the remaining lift station replacements by mid-September with Phase III expansion work tentatively beginning mid-October.

Clerk Finnesand informed the Board that the trustee vacancy announcement is scheduled to run in the Reporter & Farmer the weeks of 9/11 and 9/18 with nominating petitions accepted 9/28 – 10/18.

**NEW BUSINESS:**  None

**ADJOURNMENT**: Meeting ended at 4:40pm. Trustee Finnesand made the motion and Trustee Bartos seconded to adjourn. Motion passed.

**NEXT MEETING**: Next regular meeting is October 13, 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