TRUSTEE MEETING

October 13, 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 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 Remily; second by Bartos. Motion passed.

**PUBLIC COMMENT:** No public comments

**SEPTEMBER 8, 2023, MINUTES**: The Board reviewed the September meeting minutes. Motion made to approve the minutes by Finnesand; seconded by Bartos. Motion passed.

**FINANCIAL REPORTS SEPTEMBER 2023:** Total funds available as of 09/30/23: General Checking Account $363,215.17 and Reserve & Replacement $125,296.57. Outstanding accounts receivable as of 9/30/23 totaled $14,837.18; however, at the time of the meeting the balance had dropped to $9,001.48.

**SEPTEMBER EXPENSES:** Telephone: Venture Communications ($176.50), Straight Talk ($37.28); Pump & Control Maintenance: Woodchuck Tree Removal ($1,740.14), Menards ($3.94, $18.31, $47.62), Amazon ($314.91), Milbank WinWater ($317.10), Odor Hog ($597.87) Spot On Printing ($63.00), Vista Print ($87.04); Maintenance Vehicle: Sioux Valley Coop ($50.75), HR One Stop ($90.03); Office Expense: Amazon ($38.98), Wix.com ($152.92), Professional Fees: Todd Garry ($1,110.00); Bank Service Charge: Dakotah Bank ($10.00); Payroll Liabilities: IRS ($1,243.98), QuickBooks Payroll ($1,600.39, $3,064.20); Electrical Usage: Ottertail ($75.46), LREA ($888.75); Water Usage: WEB Water ($46.83).

Clerk Finnesand briefed the Board with the current penalty rates charged for past due accounts. Specifically, Ordinance 7 provides for 1.5% penalty per month with a $5.00 minimum charge after past due 30 days. The trustees discussed the need to deter chronic late payers. Clerk Finnesand researched area sanitary district late fee rates and found that a comparable district charges 10% of the balance each month. The Board agreed that the increased penalty rate is necessary to bring delinquent accounts into compliance. The Board directed Clerk Finnesand to present an amendment to Ordinance 7 as a first reading during the next meeting scheduled for November 10, 2023.

Motion to accept the September 2023 financial reports made by Remily; seconded by Bartos. Motion passed.

**MAINTENANCE REPORT:** Manager Carlson reported that four customer lift station repairs were completed since the September meeting. He also reported that lift station #5 burned out; however, has been temporarily repaired until it can be updated as part of the improvement project. Carlson updated the Board that the underground boring of electrical lines had been completed at lift station #3. Manager Carlson reviewed the third quarter pump run times with the Board; noting that run times are down overall without any abnormalities.

**OLD BUSINESS:** Manager Carlson informed the Board that work has been ongoing with the lift station replacements as part of the system improvement project. Of the thirteen lift stations, three are completely done, nine are progressing and nearly complete, with only one not started which needs to be moved. As the upgrade portion of the project is nearing completion, the expansion portion will begin mid-October. Clerk Finnesand reported that most cabin owners on leased land have provided updated contact information so that PLSD can alert them when working in their neighborhood.

Clerk Finnesand informed the Board that one trustee petition has been received as of the meeting date and that if no others are submitted by 10/18/2023; she will print the election cancellation notice in the Reporter & Farmer.

**NEW BUSINESS:**  The Board reviewed 2023 service fees to determine if any changes are necessary for 2024. After discussion, trustees need to address service labor and septic pumping fees to align with industry standards more closely. Motion made by Trustee Finnesand to change service labor at $100 per hour regardless of the time spent on the repair with a minimum service charge of $200 and to increase septic tank pumping fees to $225 per visit. Motion seconded by Trustee Remily; motion passed: Aye 3, Nay 0

The Board reviewed bids received for 2023/2024 snow removal. After considering all factors, Trustee Bartos made the motion to select the bid submitted by Woodchuck Tree Service, LLC. Motion seconded by Trustee Finnesand; motion passed: Aye 3, Nay 0

**ADJOURNMENT**: Meeting ended at 5:00pm. Trustee Finnesand made the motion and Trustee Remily seconded to adjourn. Motion passed.

**NEXT MEETING**: Next regular meeting is November 10, 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