TRUSTEE MEETING

June 9, 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 Finnesand; second by Remily. Motion passed.

**PUBLIC COMMENT:** No public comments

**MAY 12, 2023, MINUTES**: The Board reviewed the May meeting minutes. Motion made to approve the minutes by Bartos; seconded by Finnesand. Motion passed.

**FINANCIAL REPORTS MAY 2023:** Total funds available as of 05/31/23: General Checking Account $72,440.29 and Reserve & Replacement $124,878.64, which reflects transfers from checking to savings for fees collected for the SRF Surcharge and Reserve & Replacement. Outstanding accounts receivable as of 5/31/23 totaled $844.42. Clerk Finnesand updated the Board that late fees were assessed on accounts with balances as of 6/8/23 and statements were issued. She also briefed the Board on finance charge requirements established in Ordinance 7 Section VII which states:

Payment of User Fees shall be payable as of the Invoice dates of March 1 And September 1 of each

calendar year. All User Fees remaining unpaid 30 days after the invoice date will be considered delinquent. Accounts remaining unpaid thirty (30) days after the invoice date shall be assessed a late payment fee of 1.5% per month or $5.00, whichever is greater. Accounts delinquent one hundred twenty (120) days or more, shall be assessed a late payment fee of 1.5% per month or $10.00 whichever isgreater for each month or portion thereof that the delinquency exceeds ninety (90) days. Account balances, including late payment fees, remaining unpaid as of October 1 of each calendar year shall be considered for certification to the Day County Auditor in accordance with SDCL 34A-5-40. Accounts certified to the Day County Auditor must be paid in full prior to payment of assessed real estate taxes.

Continued or habitual delinquency may result in the PLSD disconnecting wastewater service. Upon

disconnection from service, the property would be in violation of the Clean Water Protection Act and the Ordinances of PLSD. PLSD may require a Reconnect Charge as well as a User Deposit to guarantee future payment of User Fees.

**MAY EXPENSES:** Telephone: Venture Communications ($181.89), Straight Talk ($37.36); Pump & Control Maintenance: Menards ($34.99), Bierschbach Electric ($2,026.53), Amazon ($110.54, $59.97); Maintenance Vehicle: Sioux Valley Coop ($95.81); Building Supplies & Maintenance: C&S Pest Control ($94.05); Office Expense: Microsoft ($104.49); Professional Fees: Todd Garry ($862.50); Bank Service Charge: Dakotah Bank ($10.00); Payroll Liabilities: IRS ($1,173.76), QuickBooks Payroll ($1,600.40, $3,064.22); Electrical Usage: Ottertail ($85.95), LREA ($1,162.78); Water Usage: WEB Water ($46.94).

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

**MAINTENANCE REPORT:** Manager Carlson reported that two customer lift station repairs were completed since the May meeting. He also reported that lift station #11 has been fully repaired after waiting several months for a replacement part. Carlson noted that pump run times have continued to drop and are in the normal ranges. He updated the Board on the eight cabins still in need of completing smoke test repairs. Only two cabins have responded; therefore, the Board direct Manager Carlson to complete the necessary repairs and bill the cabin owners. Carlson also reported that the tree pile created from the main lift station repairs last fall will be cleaned up late summer/early fall when the tree service is available. He also reported that work will begin on upgrading lighting on the main lift stations once the remaining parts are available.

**OLD BUSINESS:** Clerk Finnesand presented the Board with a status update on steps being taken to move the improvement project forward. Helms Engineering reached out to the firm conducting the archeological study to determine the status of the survey. Field work has been completed and the report should be finalized mid-June. Once presented to the SWO historical office, next steps will be taken to secure the necessary documents to close on the funding for the project and more construction work can be started.

**NEW BUSINESS:**  Clerk Finnesand shared the 2023 budget numbers and briefed the Board on items to consider for the 2024 budget. Based on the expansion project, PLSD will have an additional 58 customers to contribute to the operating and reserve budget along with the project funding surcharge. The Board agreed that once tentative budget numbers are available, consideration can be given to paying down the surcharge at a faster rate than the minimum requirement. Clerk Finnesand will be computing a draft budget for discussion during the July meeting.

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

**NEXT MEETING**: Next regular meeting is July 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