TRUSTEE MEETING

November 10, 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 Bartos; second by Remily. Motion passed.

**PUBLIC COMMENT:** No public comments

**OCTOBER 13, 2023, MINUTES**: The Board reviewed the October meeting minutes. Motion made to approve the minutes by Finnesand; seconded by Bartos. Motion passed.

**FINANCIAL REPORTS OCTOBER 2023:** Total funds available as of 10/31/23: General Checking Account $89,115.75 and Reserve & Replacement $ 189,451.14. Outstanding accounts receivable as of the time of the meeting was $737.10

**OCTOBER EXPENSES:** Telephone: Venture Communications ($176.76), Straight Talk ($37.36); Pump & Control Maintenance: Kevin’s Service ($160.00); Maintenance Vehicle: Sioux Valley Coop ($84.15, $92.49), Community Oil ($114.70); Office Expense: Reporter & Farmer ($72.71), Wix.com ($203.90); Building Supplies: Iver Finnesand ($12.73); Insurance: SDML ($1,153.00); Bank Service Charge: Dakotah Bank ($10.00, $16.35); Payroll Liabilities: IRS ($1,173.74), QuickBooks Payroll ($1,600.38, $3,430.60); Electrical Usage: Ottertail ($79.43), LREA ($787.52); Water Usage: WEB Water ($47.05).

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

**MAINTENANCE REPORT:** Manager Carlson reported there were no customer or main lift station repairs completed since the October meeting. He explained that winter preparations have been completed with installation of hay bales where needed and odor hog charcoal updated. Carlson also briefed the Board about an electrical repair completed on a customer property where the line had been cut by WEB Water while installing water service. The issue is being discussed to determine the responsible party for payment and will be elevated further, if needed.

**OLD BUSINESS:** Manager Carlson informed the Board that work has been ongoing with the lift station replacements as part of the system improvement project. Lift station #2 has now been upgraded; with remaining work needed for lift station #5 and some miscellaneous components. A construction meeting with the contractor is scheduled for November 13, 2023, to discuss the next phases of the project.

Clerk Finnesand administered the oath of office for Trustee Bartos who will serve another three-year term beginning in 2024.

**NEW BUSINESS:**  Clerk Finnesand conducted the first reading for PLSD Ordinance 7 amendment for penalty fees:

AN ORDINANCE ESTABLISHING THE PROCEDURE FOR DETERMINING CHARGES FOR OPERATION AND MAINTENANCE TO BE LEVIED ON ALL USERS WHICH DISCHARGE WASTEWATER TO THE WASTEWATER SYSTEM OPERATED BY PICKEREL LAKE SANITARY DISTRICT, DAY COUNTY, SOUTH DAKOTA, HEREIN DESIGNATED AS PLSD, AND PROVIDING CERTAIN PROHIBITIONS.

Motion made by Trustee Finnesand; seconded by Remily to hold a second reading and public hearing on November 29, 2023, at 4:00pm. Motion passed - Yay: 3, Nay: 0

Clerk Finnesand provided administrative updates to the Board that included content for the fall/winter newsletter, trustee payment approvals, and requested approval for the following 2024 items:

* Meeting dates: 4/12, 5/10, 6/14, 7/12, 8/9, 9/13, 10/11, 11/8
* Official newspaper: Reporter & Farmer
* PLSD attorney: Mark Reedstrom

Motion made by Trustee Finnesand; seconded by Remily to approve items for 2024. The Board elected the following officer positions for 2024: Iver Finnesand, president and Josh Bartos, vice president.

The Board went into executive session to discuss personnel matters pursuant to SDCL 1-25 (1) & (4) at 4:45pm and returned at 4:55pm.

**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 29, 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