TRUSTEE MEETING

August 11, 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

**JULY 14, 2023, MINUTES**: The Board reviewed the July meeting minutes. Motion made to approve the minutes by Finnesand; seconded by Bartos. Motion passed.

**FINANCIAL REPORTS JULY 2023:** Total funds available as of 07/31/23: General Checking Account $57,855.17

and Reserve & Replacement $125,087.43. Outstanding accounts receivable as of 7/31/23 totaled $(360.12).

**JULY EXPENSES:** Telephone: Venture Communications ($173.38), Straight Talk ($37.26); Pump & Control Maintenance: Dakota Supply ($218.95), Milbank WinWater ($235.00, $813.77); Maintenance Vehicle: Sioux Valley Coop ($33.18), HR One Stop (96.73); Building Expense: Sioux Valley Coop ($366.65, $795.00); Bank Service Charge: Dakotah Bank ($10.00); Payroll Liabilities: IRS ($1,173.76), QuickBooks Payroll ($1,600.39, $3,291.09); Electrical Usage: Ottertail ($126.65), LREA ($851.92); Water Usage: WEB Water ($46.72). System Improvement Project: Impact G7, Inc. ($3,880.04).

Motion to accept the July 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 July meeting. He also reported that lift station #2 had additional necessary repairs completed while waiting to be replaced as part of the system improvement project. He updated the Board on the cabins still in need of completing smoke test repairs. SDRAWS completed a smoke test on one cabin and determine there was a hole in the cabin owner’s line; so, the owner is getting it repaired. There are three remaining cabins that will be repaired by PLSD in August/September and billed to the cabin owners. He also reported that work has been completed for upgrading the lighting on the main lift stations. Manager Carlson alerted the Board that the fire extinguishers will be inspected sometime the week of August 21st. He also reported that three sewer permit applications have been reviewed and approved since the last meeting.

**OLD BUSINESS:** Clerk Finnesand presented the Board with a status update on steps being taken to move the improvement project forward. Helms Engineering conducted a preconstruction meeting on August 9th with H&W Contracting, DANR, NECOG with PLSD staff in attendance. The purpose of the meeting was to brief the contractor on various state requirements in place as a stipulation to state funding. H&W will provide a primary contact and tentative scheduling details to Helms soon. All parties agreed that work on upgrading the remaining main lift stations would be completed first with expansion work to follow.

Clerk Finnesand shared the draft 2024 budget numbers to discussion and approval. Board members agreed that any excess operating funds available at the end of 2024 will be applied to the project loan. Appropriate motions will be made at year end once a dollar amount is determined. Motion made by Remily and seconded by Bartos to approve the 2024 budget as amended to reflect a 2.5% cost of living adjustment for all employees of the District. Motion passed.

**NEW BUSINESS:**  Clerk Finnesand briefed the Board on trustee vacancy notice and election timelines. The vacancy notice will be published in the Reporter & Farmer the weeks of September 11th and 18th as required by statue.

**ADJOURNMENT**: Meeting ended at 4:35pm. Trustee Finnesand made the motion and Trustee Remily seconded to adjourn. Motion passed.

**NEXT MEETING**: Next regular meeting is September 8, 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