TRUSTEE MEETING

May 12, 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

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

**FINANCIAL REPORTS APRIL 2023:** Total funds available as of 04/30/23: General Checking Account $102,238.41 and Reserve & Replacement $89,368.11. Outstanding accounts receivable as of 4/30/23 totaled $3,514.20; however, as of the meeting date (5/12/23), total receivables were $980.60. Clerk Finnesand updated the Board that late fees were assessed on accounts with balances as of 5/12/23 and statements were issued. Trustees requested that Clerk Finnesand update them on finance charge requirements during the next meeting.

**APRIL EXPENSES:** Telephone: Venture Communications ($176.76), Straight Talk ($37.36); Pump & Control Maintenance: Construction Products Consultants ($1,250.00), Webster Ace ($21.29), Kevin’s Service ($375.00); Snow Removal: Benike Masonry ($5,346.00), Best Western ($358.77), Hardees ($12.13), Keg Chicken ($15.98), Sickies ($16.95), Northstar Grill ($18.50), Hibachi Grill ($15.43); Maintenance Vehicle: Sioux Valley Coop ($84.97), HR One Stop ($57.88, $66.59, $73.78); Office Expense: Reporter & Farmer ($22.47), Amazon ($125.34); Bank Service Charge: Dakotah Bank ($10.00); Payroll Liabilities: IRS ($1,173.74), QuickBooks Payroll ($1,600.39, $3,064.22); Electrical Usage: Ottertail ($88.61), LREA ($56.50); Water Usage: WEB Water ($46.66).

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

**MAINTENANCE REPORT:** Manager Carlson reported that no customer or main lift station repairs were completed during April. Carlson noted that pump run times are quite high during his recent run time checks and expects its primarily due to snow melt. He updated the Board on outstanding repairs that need to be completed by customers from the smoke tests conducted last August and September. Carlson checked in person all cabins that had identified issues during the test and found that eight cabins still need to complete their repairs. The Trustees directed Clerk Finnesand to send follow up emails to each party requesting a status update of the repair.

**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 alert them that the snow had melted, and the ground is accessible to conduct the survey. The crew is scheduled to complete the field work sometime the week of May 15th. The Board requested that Helms Engineering attend the June meeting to discuss progress on the project.

**NEW BUSINESS:**  None.

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

**NEXT MEETING**: Next regular meeting is June 9, 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