TRUSTEE MEETING

July 14, 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

**JUNE 9, 2023, MINUTES**: The Board reviewed the June meeting minutes. Motion made to approve the minutes by Finnesand; seconded by Bartos. Motion passed.

**FINANCIAL REPORTS JUNE 2023:** Total funds available as of 06/30/23: General Checking Account $67,160.20

and Reserve & Replacement $124,981.28. Outstanding accounts receivable as of 6/30/23 totaled $(1,380.60).

**JUNE EXPENSES:** Telephone: Venture Communications ($172.31), Straight Talk ($37.36); Pump & Control Maintenance: Menards ($19.14), Rob’s Septic ($150.00), Dakota Pump & Control ($7,580.63), Woodchuck Tree Removal ($773.30), Runnings ($83.93); Maintenance Vehicle: Sioux Valley Coop ($79.39); Office Expense: Spot On Printing ($33.00), Trend Micro ($52.24); Bank Service Charge: Dakotah Bank ($10.00); Payroll Liabilities: IRS ($1,173.74), QuickBooks Payroll ($1,600.39, $3,301.20); Electrical Usage: Ottertail ($156.22), LREA ($160.19); Water Usage: WEB Water ($47.43).

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

**MAINTENANCE REPORT:** Manager Carlson reported that six customer lift station repairs were completed since the June meeting. He also reported that lift station #2 and #10 had seals replaced recently. Carlson reviewed second quarter pump run times and noted that pump run times have continued to drop after the spring thaw and are in the normal ranges. He updated the Board on the cabins still in need of completing smoke test repairs. Two cabins will need a smoke test completed again, so Carlson contacted SDARWS to request the service the next time they are in the area. There are three cabins that will be repaired by PLSD in August/September and billed to the cabin owners. He also reported that work will begin on upgrading lighting on the main lift stations once the remaining parts are available. Manager Carlson updated the Board that he plans to change suppliers for personal lift station panels to a company that provides better customer service. Carlson informed that Board that the building mower is not working properly and is most likely at the end of its life span. The Board asked Carlson to research mower costs and present information at the next meeting. He also reported that four 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. The archeological study report has been issued with results that show no issues with excavation work being completed in the area. The firm recommended SWO provide observers at the time of dirt work in the unlikely event any historical material is discovered. Helms Engineering provided the first pay estimate related to the project primarily consisting of stored material costs and a draw on labor costs for the general contractor as provided for in the project contract. Helms requested the Board to review and approve the pay estimate, so it is ready to be paid when the project loan closes, and funding becomes accessible.

Motion made by Finnesand to approve Pay Estimate #1 to H&W Contracting for work on the Pickerel Lake Sanitary District Sewer Project in the amount of $613,355.04; seconded by Remily. Motion passed.

The Board requested Clerk Finnesand to email Helms Engineering to arrange for a meeting to discuss the project timeline.

Clerk Finnesand shared the draft 2024 budget numbers and briefed the Board on items to consider for the 2024 budget. The Board agreed that once the final budget is presented during the August meeting, they will motion to approve that any excess operating funds available at the end of 2024 will be applied to the project loan.

**NEW BUSINESS:**  Clerk Finnesand briefed the Board on PLSD Ordinance 14 pertaining to a customer request.

Clerk Finnesand presented a draft summer newsletter to the Board for discussion. The Board and Manager Carlson agreed that additional information on the PLSD website will be provided to cabin owners on approved contractors.

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

**NEXT MEETING**: Next regular meeting is Aug 11, 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