TRUSTEE MEETING

April 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 Bartos; second by Remily. Motion passed.

**PUBLIC COMMENT:** No public comments

**JANUARY 26, 2023, MINUTES**: The Board reviewed the January meeting minutes. Motion made to approve the minutes by Bartos; seconded by Finnesand. Motion passed.

**FINANCIAL REPORTS – FIRST QUARTER 2023:** Total funds available as of 03/31/23: General Checking Account $103,098.02 and Reserve & Replacement $89,294.72. Outstanding accounts receivable as of 3/31/23 totaled $10,547.64; however, as of the meeting date (4/14/23), total receivables were $5,205.20. Clerk Finnesand updated the Board that late fees were assessed on accounts with balances as of 4/12/23 and statements were issued.

**JANUARY - MARCH EXPENSES:** Telephone: Venture Communications ($171.60, $174.39, $173.00), Straight Talk ($37.40, ($37.40, ($37.40); Pump & Control Maintenance: Dakota Pump & Control ($1,322.45, $115.00), Webster Ace ($11.99, $15.95), Menards ($161.84, $615.53), Amazon ($399.85), Milbank Winwater ($2,013.69), Bierschbach Electric ($784.90), American Manufacturer ($241.48), Runnings ($205.92), Consolidated RediMix ($376.20); Maintenance Vehicle: Sioux Valley Coop ($81.00, $86.02), MJ Sinclair ($69.22); Snow Removal: Benike Masonry ($1,253.51); Office Expense: Dept of Agriculture ($51.25), Intuit ($500.00), Adobe ($24.95); Insurance: SDPAA ($4,719.61), SDML ($11.00), CorInsurance ($100.00); Professional Fees: Todd Garry ($979.00); Bank Service Charge: Dakotah Bank ($10.00, $10.00, $10.00, $15.60); Payroll Liabilities: IRS ($998.20, $1,238.52, $1,173.76), QuickBooks Payroll ($1,600.40, $3,064.22, $1600.39, $3064.22, $1,600.40, $3,064.22); Electrical Usage: Ottertail ($68.85, $106.74, $76.04), LREA ($807.69, $825.28, $780.42); Water Usage: WEB Water ($46.83, $46.83, $46.77).

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

**MAINTENANCE REPORT:** Manager Carlson reported that five customer repairs have been completed since the previous meeting. Carlson updated the Board regarding lift stations #2, 6, 10, and 11 repairs over the winter; with #11 still waiting on the replacement varidrive; however, functioning with the old one till the replacement arrives. Manager Carlson reported that measures taken this spring to avoid flooding issues included placement of large interlocking cement blocks around the main lift station that will block flood waters. He confirmed that culverts checked are open and water is flowing, flooding should be minimized. Manager Carlson informed that board that the generator leased this winter has not been used and should be returned by the end of April. Carlson reviewed the first quarter 2023 pump run times which showed that run times were lower than 2022; however, current times recorded in April rose significantly which can be explained by snow melt. No concerns were noted by Carlson and the Board. Manager Carlson updated the Board on the annual training he attended in Sioux Falls, which was necessary to maintain his certifications. He found the conference informative and learned that there may be some new reporting and testing requirements coming soon; however, didn’t feel it would affect PLSD significantly.

**OLD BUSINESS:** Clerk Finnesand presented the Board with a status update on steps being taken to move the improvement project forward. Helms Engineering has secured a contractor who will conduct the archeological study requested by Sisseton Wahpeton Oyate (SWO) as part of the environmental approval process; however, the study did not commence this past fall due to significant snow before scheduling allowed the field team to assess the area. H & W Contracting will review the remaining air relief valves that need replacement with Manager Carlson as the first step in the project and will move ahead with next steps as permitted.

**NEW BUSINESS:**  Clerk Finnesand reviewed a customer disconnection request allowed under PLSD Ordinance 9, Section IX with the Board. The customer’s second lot no longer has a cabin on the property; therefore, their request to disconnect from the sanitary sewer system is reasonable, as agreed by the Board. The Board directed Clerk Finnesand to notify the customer their request was granted; however, to inform them that the connection will be capped to ensure it’s not used, and that any reconnection request must follow the guidelines which included a $500 reconnection fee.

Clerk Finnesand reviewed several administrative items with the Board, including PLSD’s participation in a cyber security test program conducted by Dakota State University that will begin the week of April 24th. Participation in the test provides for a discount on PLSD’s business liability insurance. Finnesand presented a draft spring newsletter to update customers on recent PLSD news; the Board directed the clerk to issue the newsletter as written. Finnesand then presented a draft letter of appreciation to be issued to South Dakota Association of Rural Water Systems (SDARWS) for their assistance with the smoke test conducted last fall. SDARWS highlighted the successful test recently within their organization with the Board agreeing that a letter of appreciation is appropriate.

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

**NEXT MEETING**: Next regular meeting is May 12, 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