TRUSTEE MEETING

May 13, 2022 @ 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 amended to include the May 12th meeting minutes for review and approval. Motion made to approve the agenda as amended by Finnesand; second by Remily. Motion passed.

**PUBLIC COMMENT:** No public comments

**APRIL 14 & MAY 12, 2022, MINUTES**: The Board reviewed the April 14th and May 12th meeting minutes. Motion made to approve the minutes by Finnesand; seconded by Bartos. Motion passed.

**FINANCIAL REPORTS:** Total funds available as of 04/30/22: General Checking Account $103,439.96 and Reserve & Replacement $38,521.89. Outstanding accounts receivable totaled $7,042.90; however, as of the meeting date, the balance had dropped to $3,679.19. Clerk Finnesand is following up on outstanding balances. The Board reviewed the outstanding accounts receivable to determine which accounts are chronically delinquent and options to move forward with collection. The Board will certify any delinquent accounts with the Day County Auditor’s office effective October 1st as provided for in SD statue 34A-5. In addition, PLSD will utilize the attorney to determine if assessments can be made sooner on any properties. Motion to accept financial reports made by Bartos; seconded by Remily. Motion passed.

**APRIL EXPENSES:** Telephone: Venture Communications ($172.02), Straight Talk ($37.27); Pump & Control Maintenance: Milbank WinWater ($3,276.50); Maintenance Vehicle: Community Oil ($22.33); Bank Service Charge: Dakotah Bank ($10.00); Payroll Liabilities: IRS ($1,001.26), QuickBooks Payroll ($1,423.00, $2,764.99); Electrical Usage: Ottertail ($74.41), LREA ($1,169.65); Water Usage: WEB Water ($38.93).

**MAINTENANCE REPORT:** Manager Carlson reported that the main lift stations continue to run continuously due to excessive amounts of groundwater infiltrating the pumps. He has reached out to HydroKlean to discuss additional repairs to help reduce the infiltration and is waiting for a scheduled date from them. Lift station #11 is waiting on additional parts needed to replace the pump and will be completed soon. Personal pumps: three personal pumps have been replaced in April with a fourth pump being replaced shortly. Air relief valve replacement: Manager Carlson reached out to DPC to get on their schedule to replace the remaining ARVs (approximately 20). Manager Carlson has been in contact with SDARWS to schedule a date for the smoke test of the main lift stations. Once the date is scheduled, users will be alerted ahead of the test in case any smoke reaches their cabins. Carlson updated the Board on present construction projects around the lake and will continue to remind cabin owners of their requirement to complete a permit application whenever projects will affect sewer connections.

**OLD BUSINESS:** The Board discussed next steps to take to ensure the DANR funding package proceeds timely. Based on discussions with Helms Engineering during the May 12th meeting, the Board agreed that PLSD needs to reach out to representatives from each leased site association to inform them that Helms surveyors will be on site in the coming weeks. PLSD president Iver Finnesand signed the grant package so it can be returned to DANR to begin the process. PLSD has not yet received the loan package from the state and will proceed accordingly as paperwork is received. The Board received draft language for a new ordinance to addressed leased sites; however, tabled the discussion until the PLSD attorney can attend the next meeting to discuss and start the public notice process.

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

**NEXT MEETING**: Next meeting is June 10, 2022, 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