TRUSTEE MEETING

August 12, 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 motion made to approve the agenda as written by Remily; second by Bartos. Motion passed.

**PUBLIC COMMENT:** No public comments

**JULY 8, 2022, MINUTES**: The Board reviewed the July meeting minutes. Motion made to approve the minutes by Bartos; seconded by Remily. Motion passed.

**FINANCIAL REPORTS:** Total funds available as of 07/31/22: General Checking Account $ 55,700.31and Reserve & Replacement $ 78,836.51. Outstanding accounts receivable totaled $ 2,760.08. Clerk Finnesand is following up on outstanding balances and reported as of the meeting. The Board requested that finance charges continue to be charged on any delinquent accounts. 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. Clerk Finnesand presented the bill from Dakota Pump & Control for the new lift station & panel for #11 for a total of $30,500.00. Motion made by Finnesand; seconded by Bartos to transfer money from the Reserve account to General Checking to pay the outstanding bill. Motion passed. Motion to accept financial reports made by Bartos; seconded by Remily. Motion passed.

**JULY EXPENSES:** Telephone: Venture Communications ($169.56), Straight Talk ($37.40); Pump & Control Maintenance: Amazon ($294.94, $71.90, $61.41, $13.99), Dakota Pump & Control ($1,072.45), Dakota Supply ($170.42), WinWater ($863.20), Vig Lumber ($270.18), HydroKlean ($1,487.50), Kevin’s Service ($150.00), Curtis Gruba ($512.05), Webster Ace ($18.99); Maintenance Vehicle: Hahler Automotive ($245.75), Sioux Valley Coop ($289.05), HR One Stop ($120.57); Building Supplies & Maintenance: Locke Electric ($157.14), C&S Pest Control ($85.00), NorthStar Mechanical ($161.55), Pies Fire Equipment ($55.40); Office Expense: Amazon ($130.58), USPS ($62.10), Reporter & Farmer ($150.60); Bank Service Charge: Dakotah Bank ($10.00); Payroll Liabilities: IRS ($1,063.34), QuickBooks Payroll ($1,423.01, $2,517.04); Electrical Usage: Ottertail ($122.09), LREA ($1,091.21); Water Usage: WEB Water ($38.79).

**MAINTENANCE REPORT:** Manager Carlson reported that four customer repairs were completed since the previous meeting, including pump replacements and miscellaneous parts. Carlson reported that main lift station #11 was replaced with a new pump and panel; however, was struck by lightning within a few days of being installed. The panel is not a total loss and is current running at a reduced capacity until the replacement part is available to install which won’t be for several weeks. Carlson worked with Dakota Pump to determine an emergency backup plan if the lift station fails before the replacement part arrives. The Board discussed options, if any, for surge protectors for the lift stations. Carlson reported that the panels do contain some surge protection and that it did protect the panel from complete destruction. He discussed the situation with Dakota Pump to determine if any further protection is available.

The Board also discussed the need to update the lighting at the lift stations to replace the old inefficient halogen lights with LED versions as well as adding a switch at the pole, so the light doesn’t run continuously and will only be needed if nighttime repairs are completed. The trustees requested Carlson secure a cost estimate to upgrade the lighting. Manager Carlson assisted SDARWS with the smoke test that was conducted on August 11th. They were able to complete the test on all the gravity lines within the system and identified several broken clean outs on personal property that will need to be repaired. Cabin owners will be notified of their issues and will work with them to determine the necessary repair. SDARWS will return September 7-8 to access the rest of the system that operates on forced lines. Those cabin owners will be notified ahead of the test and reminded via text alert to ensure PLSD and SDAWRS have access as needed. Carlson requested the Board approve his attendance at the annual Safety & Loss Control Training Conference scheduled for November 2-3 in Pierre. Attendance will provide Manager Carlson with continuing education credits needed to retain his licenses. Motion made by Trustee Finnesand; seconded by Bartos to approve Justin Carlson’s attendance. Motion passed.

**OLD BUSINESS:** Clerk Finnesand reported that Helms Engineering continues to work on the bid package and is on track to post the initial bid notice in the official newspaper, Dakota Reporter & Farmer, the week of August 22nd; followed by a second notice the week of August 29th. Helms Engineering will open bids on September 7th at the PLSD office and present findings to the Board at a meeting scheduled for 4:00pm. Based on the bids and subsequent selection, PLSD will submit a supplemental funding request to DANR by the September 9th deadline. The public hearing relative to the supplemental funding request will be scheduled at the September 7th meeting. Discussions continue with the Sisseton Wahpeton Oyate and the Outlot, Bullhead Bay, Shepherds Bay, and Turtle Bay landowners. PLSD will pursue construction easements with the owners in the coming months.

Clerk Finnesand reviewed a draft 2023 budget with the Board to consider approving. The Board went into executive session at 4:35 to discuss personnel matters pursuant to SDCL 1-25(1 & 4) and returned at 4:45pm. After the executive session, the Board requested Clerk Finnesand to adjust a couple of budget line items. Trustee Remily made a motion to approve the 2023 budget as amened; seconded by Bartos. Motion passed.

**NEW BUSINESS:** Clerk Finnesand presented the Board with information regarding the trustee vacancy effective November 1, 2022, currently held by Kim Remily. The first notice of vacancy will be published in the official newspaper September 12th; followed by the second notice on September 19th. Nomination petitions will be taken September 28 – October 12, 2022. If needed, an election will be held November 1, 2022; otherwise, the election cancellation notice will be published October 24th. Nominating petitions can be requested from the office or downloaded from the website.

Clerk Finnesand presented finding from the safety & loss prevention review conducted on July 11th by Safety Benefits, Inc. on behalf of the state insurance funds. The review covered all aspects of property loss prevention and employee safety. Safety Benefits recommended two action items to help PLSD retain their loss prevention credit computed for the insurance premiums. The action items included regularly scheduled fire extinguisher inspections and adopting a safety manual that encompasses property liability as well as employee safety requirements. Manager Carlson reported that fire extinguishers have been inspected and are now on a yearly schedule with a local service company. Clerk Finnesand provided the Board with a draft safety manual and employee safety notice for consideration. Motion made by Trustee Finnesand to adopt the manual and notice; seconded by Trustee Bartos. Motion passed. The Board also discussed the current insurance coverage on lift stations and determined a need to update the coverage. Motion made by Remily to expand the current coverage to include all lift stations; seconded by Finnesand. Motion passed.

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

**NEXT MEETING**: Special meeting set for September 7, 2022, at 4:00pm for bid opening. Next regular meeting is September 9, 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