TRUSTEE MEETING

November 16, 2021 @ 4:00 PM

**ATTENDANCE**: Meeting was called to order at 4:00 PM. Roll call taken - present were Trustees Josh Bartos, Iver Finnesand and Kim Remily absent. Also present were System Manager Justin Carlson, Clerk Mary Finnesand, PLSD attorney Mark Reedstrom, Lesleann Palmer (Northeast Council Of Governments (NECOG)), Leif Redinger (Helms & Assoc.) via phone, and PLSD customers Harvey Jewett and Don Mahlen.

**OATH:** PLSD Clerk Finnesand administered the oath of office to Iver Finnesand to serve another three-year term 2021-2024.

**AGENDA:** Proposed agenda reviewed and adjusted to move old business to after public comment to accommodate attendees. Motion made to approve revised agenda by Bartos; second by Remily. Motion passed.

**SYSTEM UPGRADE – FUNDING OPTIONS:** The Board continued their discussion on necessary upgrades needed to extend the system’s useful life. PLSD’s application to the SD Water Plan was approved during the DANR’s November 4th meeting; allowing PLSD to pursue funding options from the state which will include a combination of grants and loans. NECOG liaison Lesleann Palmer presented rate information based on a 100% loan funded scenario to establish the highest rate increase if PLSD is not awarded any grants. Ms. Palmer explained that PLSD is applying to the state for funding and will be presented with a proposed option once the state awards the packages in early 2022. At no time is PLSD committed to accept the proposed funding package and can reject the proposal if it’s not favorable. After discussion with Ms. Palmer and Helms representative Leif Redinger, Trustee Remily made the motion to approve the following resolution:

RESOLUTION 21-01 AUTHORIZING AN APPLICATION FOR FINANCIAL ASSISTANCE, AUTHORIZING THE EXECUTION AND SUBMITTAL OF THE APPLICATION, AND DESIGNATING AN AUTHORIZED REPRESENTATIVE TO CERTIFY AND SIGN PAYMENT REQUESTS. Motion seconded by Trustee Bartos. Motion passed.

**PUBLIC COMMENT**: PLSD customer Don Mahlen addressed the Board to discuss the easement on his lake property for the main sewer line that runs through his backyard. Mahlen wishes to build a structure in his back yard and would like to build closer than the 15ft easement on either side of the sewer line. The Board reminded Mr. Mahlen that the easement is in place to provide adequate space to make sewer line repairs, if necessary, and any encroachment on the easement creates a liability for the property owner. The Board asked Mr. Mahlen to reconsider his plans and submit a permit application that protects the easement in the best-case scenario.

**OLD BUSINESS:** Harvey Jewett provided the Board with an update on his discussions with the State and local tribal officials regarding funding availability for system upgrades and possible connection to leased land properties originally identified as Phase III of the system when the system was constructed. At the time of the meeting, Mr. Jewett was waiting for a response from the tribal officials after their council meeting being held on November 16, 2021. Mr. Jewett indicated that discussions thus far had been positive and expected that the tribe would be supportive of requiring lessees to connect to the sewer system if funding options were available. Once the verbal commitment is made with the tribe, Mr. Jewett will work with the Governor’s office for additional funding options.

**OCTOBER MINUTES**: The Board reviewed the October 8, 2021, minutes. Motion made to approve the minutes by Remily; seconded by Finnesand. Motion passed.

**FINANCIAL REPORTS:** Total funds available as of 10/31/21: General Checking Account $49,978.34 and Reserve & Replacement $142,507.02. Outstanding accounts receivable totaled $5,68.71; however, as of the meeting date, the balance had dropped to $1,594.59. Clerk Finnesand is following up on outstanding balances. Motion to accept financial reports made by Bartos; seconded by Finnesand. Motion passed.

**OCTOBER EXPENSES:** Maintenance Telephone: Venture Communications ($174.28), Straight Talk ($37.33); Pump & Control Maintenance: Winwater Works ($524.42, $627.00), Dakota Pump & Control ($1,537.15), Pickerel Lake Lodge ($46.00), Rob’s Septic Service ($530.00), City of Webster ($800.00), Amazon ($36.98), MJ Sinclair ($74.00, $12.00), HR One Stop ($99.65); Misc Maintenance: Menard’s ($278.61), Construction Product Consultants ($560.00); Building Expense: Sioux Valley Coop ($870.00); Bank Service Charge: Dakotah Bank ($10.00); Office Supplies & Expense: Kessler’s ($58.00), Wix ($16302), Reporter & Farmer ($19.93, $5.23), , Call-Em-All ($54.00); Insurance: CorInsurance ($200.00), SDML Worker’s Comp ($934.00); Professional Fees: Todd Garry ($482.25); Payroll Liabilities: IRS ($921.26), QuickBooks Payroll ($2,376.11, $1,285.08); Electrical Usage: Ottertail ($86.99), LREA ($821.19); Water Usage: WEB Water ($37.30).

**MAINTENANCE REPORT:** Manager Carlson reported that no customer repairs were needed in October and lift station repairs included a new float pack for lift station #9. Update on septic tank pumping: Carlson identified another two septic tanks that will be pumped in the spring and is waiting for a response from a few additional cabins; however, most of the project is completed. Upgrading main lift station: the upgrade work was successfully completed on October 19th. PLSD employees worked diligently with the contractors to complete the major repair in just one day rather than the 1 ½ originally projected. Air relief valve replacement: There are still five broken valves that need to be replaced; however, due to labor shortages, the original contractor is not available. Additional options will be explored. Update on insulating manholes: Manager Carlson reported the 29 new air relief valve manholes were insulated with 4” Styrofoam that will help prevent freezing over the winter. Additional projects completed to date include: Odor Hogs installed on all of the lift stations, hay bales covered over certain manhole lids, generator and snowblower readied for winter, and valve keys repaired. Manager Carlson also reported that a few cabins have improvement projects underway that need sewer permit applications completed as required by PLSD ordinances 9A, 11 and 14. Clerk Finnesand will work with Manager Carlson to identify the cabin owners and send the application forms out.

**NEW BUSINESS**: The Board discussed a letter received from attorney Jack Hieb representing a PLSD customer interested in purchasing 10 feet of land from the District. Trustees were in unanimous agreement that it was not in the best interest of PLSD to sell a portion of the lot where the District’s storage and office building is located. PLSD attorney Reedstrom will follow up with Mr. Hieb. Clerk Finnesand informed the Board that the fall/winter newsletter will be issued at the end of November. The trustees elected officers for 2022 as follows: President – Iver Finnesand and Vice President – Josh Bartos. Motion made by Finnesand and seconded by Bartos to approve 2021 trustee payments, hire Mark Reedstrom as the PLSD attorney and Dakota Reporter & Farmer as the official newspaper for 2022. Motion passed. The Board agreed to set the 2022 regular meetings on the second Friday of each month April – November.

**ADJOURNMENT**: Meeting ended at 5:40 pm. Bartos made motion and Remily seconded to adjourn. Motion passed.

**NEXT MEETING**: Next meeting is April 8, 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