TRUSTEE MEETING

August 13, 2021 @ 4:00 PM

**ATTENDANCE**: Meeting was called to order at 4:00 PM. Roll call taken - present were Trustees Josh Bartos, Kim Remily, and Iver Finnesand. Also present were System Manager Justin Carlson and Clerk Mary Finnesand.

**AGENDA:** Proposed agenda reviewed, and motion made to approve agenda by Bartos; second by Remily. Motion passed.

**PUBLIC COMMENT**: No public comments made.

**JUNE MINUTES**: The Board reviewed the July 9, 2021, minutes. Motion made to approve the minutes by Remily; seconded by Bartos. Motion passed.

**FINANCIAL REPORTS:** Total funds available as of 7/31/21: General Checking Account $10,026.79 and Reserve & Replacement $162,481.59. Outstanding accounts receivable totaled $1,784.41 representing a credit balance for several accounts that prepaid the full year plus a current month receivable. Motion to accept financial reports made by Finnesand; seconded by Bartos. Motion passed.

**JULY EXPENSES:** Maintenance Telephone: Venture Communications ($172.59), Straight Talk ($37.40); Pump & Control Maintenance: HR One Stop ($89.81), Winwater Works ($1,428.14), Dakota Pump & Control ($1,035.72), Rob’s Septic Service ($350.00), Amazon ($302.31, $4.45, $52.00), Sioux Valley ($$197.45), Iver Finnesand Reimbursement ($11,418.00); Misc Maintenance: Menard’s ($63.46, $7.36), Webster Ace ($59.96); Bank Service Charge: Dakotah Bank ($15.00); Office Supplies & Expense: Intuit ($53.31, $131.35, $27.80), Vista Print ($153.33, $43.22) Call-Em-All ($45.00), Office Depot ($137.54); Payroll Liabilities: IRS ($892.44), QuickBooks Payroll ($2,143.41, $1,285.08, $537.17); Electrical Usage: Ottertail ($70.12), LREA ($828.76); Water Usage: WEB Water ($37.17).

**MAINTENANCE REPORT:** Manager Carlson reported that two individual pump replacements were completed in July. Additional customer repairs included float replacements and hose clamp repairs. Main lift repairs included lift station #4: entire panel and pump system must be replaced. It’s on order but several weeks out for delivery. Dakota Pump has provided a temporary panel to use until the new one is installed. Lift station #10: Replaced floats and the start capacitor. Lift station #13: The pump either needs to be rebuilt and considered for replacement. The Board discussed the cost to rebuild vs investing those funds into replacing the entire pump and panel like lift station #4. Since the need exists to update the pumps/panel, motion made by Trustee Finnesand and seconded by Trustee Remily to order a new set up for pump #13. Motion passed.

Carlson reported that the septic tank cleaning project is nearly complete – waiting for final list of cabins completed from the two contractors hired to complete the cleaning. Manager Carlson reported that SDAWRS has now begun work on completing 2021 mapping projects, so it will be sometime in 2022 before the final product is provided to PLSD. Carlson informed that Board that the air relief replacement project is still in progress. Dakota Pump has not been back to finish the east side yet, but it will be completed yet this fall. Manager Carlson also discussed the need to replace the portable generator once the pumps have been upgraded since the current one will no longer work with the new pumps. The Board agreed it will be revisited in the future once the need becomes current.

**OLD BUSINESS:** Clerk Finnesand presented the draft 2022 budget for discussion. The draft is based on an approved rate increase of $275 to $375 per billing cycle with most of the increase being allocated to reserve and replacement for system updates. Motion made by Trustee Finnesand and seconded by Trustee Remily to approve the 2022 budget as adjusted during the Board discussion. Motion passed. The Board discussed recent lagoon road maintenance with Manager Carlson and determined that current rates charged to dump in the lagoon by two local septic tank cleaning services is adequate to cover road maintenance costs. The Board discussed recent progress made in discussions conducted by Harvey Jewett with the State and local tribal officials regarding funding availability for system upgrades and possible connection to leased land properties. The Board will follow up with Mr. Jewett to determine next steps.

**NEW BUSINESS**: Clerk Finnesand presented trustee vacancy information to the Board, including dates to file nomination petitions for the trustee position currently held by Iver Finnesand. Notice of trustee vacancy will be published in the Dakota Reporter & Farmer two consecutive weeks beginning September 13th.

**EXECUTIVE SESSION:**  Motion made by Finnesand; seconded by Bartos to go into executive session at 5:00pm to discuss personnel matters pursuant to SDCL 1-25(1 & 4). Executive session ended at 5:12pm.

5:00 – 5:12

**ADJOURNMENT**: Meeting ended at 5:20 pm. Finnesand made motion and Remily seconded to adjourn. Motion passed.

**NEXT MEETING**: Next meeting is September 10, 2021, 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