TRUSTEE MEETING

July 8, 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, Clerk Mary Finnesand, and Harvey Jewett.

**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

**JUNE 10, 2022, MINUTES**: The Board reviewed the June meeting minutes. Motion made to approve the minutes by Finnesand; seconded by Bartos. Motion passed.

**FINANCIAL REPORTS:** Total funds available as of 06/30/22: General Checking Account $58,286.76 and Reserve & Replacement $78,825.60. Outstanding accounts receivable totaled $3,276.23. 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. Motion to accept financial reports made by Bartos; seconded by Remily. Motion passed.

**JUNE EXPENSES:** Telephone: Venture Communications ($166.77), Straight Talk ($37.27); Pump & Control Maintenance: Amazon ($72.89), American Manufacturing ($917.79), Dakota Pump & Control ($1,317.35), Dakota Supply ($220.16, $193.31), WinWater ($3,314.94), Runnings ($112.71, $25.47), Amazon ($15.83); Maintenance Vehicle: Sioux Valley Coop ($91.74), HR One Stop ($120.02, $26.64, $105.61, $35.94, $75.00), Performance Wash ($12.00, $12.00); Office Expense: Amazon ($73.13), TrendMicro ($52.24); Bank Service Charge: Dakotah Bank ($10.00); Payroll Liabilities: IRS ($1,063.34), QuickBooks Payroll ($1,423.01, $2,517.04); Electrical Usage: Ottertail ($63.37), LREA ($1,518.66); Water Usage: WEB Water ($39.07).

**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 experience additional issues that resulted in digging up two clean out valves and consolidating them to one valve and repairing the pump. Lift station #11 is scheduled for replacement in mid-July due to emergent issues that cannot be postponed. Manager Carlson has been in contact with SDARWS to schedule a date for the smoke test of the main lift stations but has not received a scheduled date yet. Once the date is scheduled, users will be alerted ahead of the test in case any smoke reaches their cabins. Manager Carlson reviewed the 2nd quarter pump run times with the Board noting that pump run times increased over previous reports as expected due to excessive ground water and spring thaw. Carlson requested the Board consider training requests for this fall to complete continuing education. The Board agreed to consider the requests when Carlson submits his request including any costs, if applicable.

**OLD BUSINESS:** Clerk Finnesand reported that Helms Engineering continues to work on the bid package that will be issued in the later half of August and discussed the construction easements related to the expansion project for the leased sites. Preliminary discussions have been held with the Outlot, Bullhead Bay, Shepherds Bay, and Turtle Bay landowners with positive outcomes. PLSD will pursue construction easements with the owners in the coming months.

Clerk Finnesand reviewed a draft 2023 budget with the Board in advance of the final version that will be presented and approved during the August meeting. The current semi-annual operating & reserve fees will remain the same for 2023 based on cost projections. The Board agreed that system repairs should remain at the same level as 2022 considering increased costs and continue repairs needed prior to the upgrade project commencing.

**NEW BUSINESS:** The Board discussed current labor rates charged to cabin owners for repairs completed on their property and agreed that the first hour charge of $100 will be the minimum charge for a service call. This is consistent with other utilities’ service charges and takes into consideration the additional fuel costs and labor involved in making the call. Any work completed by PLSD that takes more than one hour is charged at a rate of $50 per hour.

Clerk Finnesand presented the draft summer newsletter for review and approval. The Board requested that it be emailed to cabin owners in mid-July.

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

**NEXT MEETING**: Next meeting is August 12, 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