TRUSTEE MEETING

October 14, 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, Lesleann Palmer (NECOG) and Leif Redinger (Helms).

**AGENDA:** Proposed agenda reviewed and amended to move item #8 Old Business to just after the public comment to better accommodate Palmer and Redinger. Motion made to approve the agenda as amended by Finnesand; second by Remily. Motion passed.

**NOTICE OF PUBLIC HEARING for the Pickerel Lake Sanitary District Wastewater Improvements Project**

The Pickerel Lake Sanitary District is seeking an additional $1,300,000 for a total of $4,263,000 of funding from the Board of Agriculture and Natural Resources for replacement and rehabilitation of 13 main lift stations and expanding the current wastewater system. The funds could be either a grant from the state Consolidated Water Facilities Construction Program or a loan from the Clean Water State Revolving Fund (SRF) Program. The Clean Water SRF loan terms are 2.125% for 30 years, and the Board of Agriculture and Natural Resources may forgive all or a portion of loan principal. The amount, source of funds, and terms will be determined by the Board of Agriculture and Natural Resources when the application is presented at a scheduled board meeting. The purpose of the public hearing is to discuss the proposed project, the proposed financing, and the source of repayment for the loan. The public is invited to attend and comment on the project.

NECOG representative Lesleann Palmer presented rate information based on a SFR loan in the amount of $2,105,000 at a rate of 2.125% over 30 years. The maximum surcharge amount is $27.10 per month which will begin after the project is completed and loan payments begin. PLSD will have the ability to restructure its own rates to possibly absorb some of the surcharge.

**PUBLIC COMMENT:** No public comments

**OLD BUSINESS:** Leif Redinger (Helms & Associates) reviewed the lowest responsive bid received from H & W Contracting based in Sioux Falls, SD. Leif stated that H & W is a large contractor with ample crews so there shouldn’t be any concerns over their ability to timely complete the project. The Board also discussed the scope of the project and whether there were any components that could be scaled back to reduce the overall cost. After further discussion with Mr. Redinger the Board agreed that costs are not going to come down nor will PLSD secure a loan in the future at the low rates available with this round of DANR funding. Motion made by Trustee Remily to award the contract to the low responsive bidder, H & W Contracting based in Sioux Falls, SD, in the amount of $3,740,843 for the PLSD improvement and expansion pending DANR approval. Motion seconded by Trustee Bartos. Motion passed: Aye (3); Nay (0)

Clerk Finnesand updated the Board with the status of the current trustee vacancy. PLSD received one nominating petition from Kim Remily. Since no other petitions were received, the election is cancelled. Mr. Remily will serve a three-year term beginning November 2022. A notice to cancel the election has been submitted to the official newspaper, Reporter & Farmer, and will appear in the next publication.

**SEPTEMBER 9, 2022, MINUTES**: The Board reviewed the September meeting minutes. Motion made to approve the minutes by Bartos; seconded by Remily. Motion passed.

**FINANCIAL REPORTS:** Total funds available as of 09/30/22: General Checking Account $ 121,966.02 and Reserve & Replacement $ 48,218.94. Outstanding accounts receivable as of 9/30 totaled $ 13,053.82; however as of the meeting was $3,417.25. Motion to accept financial reports made by Finnesand; seconded by Bartos. Motion passed.

Clerk Finnesand presented updated documents necessary to certify a delinquent account with Day County. 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 during the October regular meeting. Motion to approve Resolution 2022-3 to certify delinquent accounts to the Day County Auditor was made by Bartos; seconded by Remily. Motion passed. Clerk Finnesand will forward the appropriate documents to the Day County Auditor’s office.

**SEPTEMBER EXPENSES:** Telephone: Venture Communications ($179.31), Straight Talk ($37.40); Pump & Control Maintenance: Dakota Pump & Control ($1,789.29, $1,468.11), Webster Ace ($3.00), Pickerel Lake Lodge ($31.06), Longbranch ($18.00)WinWater ($4,083.16), Rob’s Septic ($525.00), Kevin’s Service ($120.00), SDAWRS ($400.00), Safety Benefits Inc. ($75.00); Maintenance Vehicle: HR One Stop ($101.01); Office Expense: Wix ($49.84, $150.48); Bank Service Charge: Dakotah Bank ($10.00, $15.55); Payroll Liabilities: IRS ($1,108.86), QuickBooks Payroll ($1,423.01, $3,479.76); Electrical Usage: Ottertail ($84.16), LREA ($863.47); Water Usage: WEB Water ($39.86); Professional Fees: Todd Garry PA ($1,107.25).

**MAINTENANCE REPORT:** Manager Carlson reported that only one customer repair was completed since the previous meeting, including pump replacements and miscellaneous parts. Carlson updated the Board regarding lift station #11’s operating status. It is still functioning; however, still needs further repairs completed once the component needed is available. Manager Carlson reminded the Board that the electrical lines to lift station #3 will be buried yet this fall. The Board agreed that the electrical contractor boring the lines to the cabins in the same area should be used and requested that Carlson contact him.

Manager Carlson updated the Board about the smoke test conducted in August and September completed by SDARWS. In total, Carlson and SDARWS identified 43 separate issues that affect the amount of water infiltration into the sewer system and issues with individual cabins. Cabin owners have been notified of their issues and Manager Carlson will work with them to determine the necessary repair. As of the meeting, only seven owners had reported that their repairs had been completed, so Carlson will follow up with the remaining owners. Carlson reviewed the third quarter pump run times with the Board; reporting that pump run times have significantly dropped on those lift stations that have been upgraded.

Manager Carlson reported that all the air relief valves have been checked and has identified a few that he will follow up on again to ensure they are not taking in water. He also reported that bales were placed on three lift stations to help prevent any freeze issues. Carlson reviewed the electrical bid to replace all the lights on the 13 lift stations. The Board tabled further discussion on the project to determine if all need to be replaced. The Board discussed the interim need for an upgraded generator to run lift stations that have been replaced in the last year. The current portable generator is not large enough to run the new lifts; however, it is not cost effective to purchase one at this time since the major improvement project approved by DANR includes a generator backup. The Board discussed the option to lease a generator for the winter and will investigate further. The Board also requested that Manager Carlson replace any personal lift station light bulbs that may not be working.

**NEW BUSINESS:** No new business topics for the October meeting.

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

**NEXT MEETING**: Next regular meeting is November 4, 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