TRUSTEE MEETING

June 10, 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 Jim Grimes (LREA).

**AGENDA:** Proposed agenda reviewed and amended to move LREA discussion from maintenance report to follow public comment. Motion made to approve the agenda as amended by Bartos; second by Remily. Motion passed.

**PUBLIC COMMENT:** No public comments

**LREA DISCUSSION**: LREA manager Jim Grimes provided an update to the Board regarding a project initiated by cabin owners in the neighborhood where PLSD’s lift station #2 is located. Property owners will work with LREA to bury overhead power lines which also includes necessary work to bury lines to the lift station. Mr. Grimes described the scope of work relative to the lift station and informed the Board that work will not begin until after Labor Day to avoid road congestion. The Board thanked Mr. Grimes for the information and will revisit the additional costs related to the project and how it will affect the 2022 budget. The unexpected costs were not budgeted; however, maintenance costs may be under budget and will be able to absorb the additional costs.

**MAY 27, 2022, MINUTES**: The Board reviewed the May 27th meeting minutes. Motion made to approve the minutes by Finnesand; seconded by Bartos. Motion passed.

**FINANCIAL REPORTS:** Total funds available as of 05/31/22: General Checking Account $65,338.14 and Reserve & Replacement $78,825.60. Outstanding accounts receivable totaled $3,839.75; however, as of the meeting date, the balance had dropped to $1,140.41. Clerk Finnesand is following up on outstanding balances and reported as of the meeting, only one regular service account remained unpaid along with unpaid finance charges on another account. The rest of the accounts receivable balance is attributable to customer repairs. 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.

**MAY EXPENSES:** Telephone: Venture Communications ($168.69), Straight Talk ($37.27); Pump & Control Maintenance: Dakota Pump & Control ($800.00), Runnings ($160.68), Amazon ($15.83), Curtis Gruba ($486.38), Benike Masonry ($745.50), Supply House ($9,167.70; Maintenance Vehicle: HR One Stop ($75.00, $47.00); Office Expense: Microsoft ($104.49), Professional Fees: Todd Garry ($932.00)Bank Service Charge: Dakotah Bank ($10.00); Payroll Liabilities: IRS ($1,001.24), QuickBooks Payroll ($1,423.00, $2,809.87); Electrical Usage: Ottertail ($68.07), LREA ($329.67); Water Usage: WEB Water ($38.88).

**MAINTENANCE REPORT:** Manager Carlson reported that the main lift stations continue to run frequently due to excessive amounts of groundwater infiltrating the pumps. He has reached out to HydroKlean to discuss additional repairs to help reduce the infiltration and is waiting for a scheduled date from them. Lift station #11 is waiting on additional parts needed to replace the pump and will be completed soon. Lift station #2 needs repair and will be completed as soon as we can get it scheduled. Personal pumps: four personal pumps have been replaced or repaired in May. Manager Carlson has been in contact with SDARWS to schedule a date for the smoke test of the main lift stations. Once the date is scheduled, users will be alerted ahead of the test in case any smoke reaches their cabins.

**OLD BUSINESS:** Clerk Finnesand provided an update on Helms Engineering work that has been completed since the last meeting. Surveyors have completed work at the lake to provide necessary information Helms will use to prepare the bid package the project. To publish the bid notice and secure bids before the next quarterly DANR Water Board meeting scheduled for September, PLSD will issue the bid notice in its official newspaper, The Reporter & Farmer, the weeks of August 22nd and 29th. The Board will open the bids at the office on September 7th to determine what additional funds will be applied for with the supplemental funding request. PLSD will work expeditiously with Helms and NECOG to submit the necessary application paperwork. The Board revisited the ordinance discussion and determined that the best avenue to work with SWO on ordinance language is to utilize one PLSD point of contact with established tribal relationships.

**NEW BUSINESS:** Clerk Finnesand present preliminary 2023 budget information and will follow up with NECOG to determine 2023 rate information related to project funding loan proceeds.

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

**NEXT MEETING**: Next meeting is July 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