TRUSTEE MEETING

April 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 and Clerk Mary Finnesand.

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

**PUBLIC COMMENT:** No public comments

**NOVEMBER 2021 MINUTES**: The Board reviewed the November 16, 2021, minutes. Motion made to approve the minutes by Finnesand; seconded by Bartos. Motion passed.

**FINANCIAL REPORTS:** Total funds available as of 03/31/22: General Checking Account $86,443.58 and Reserve & Replacement $38,521.89. Outstanding accounts receivable totaled $27,263.07; however, as of the meeting date, the balance had dropped to $9,706.94. Clerk Finnesand is following up on outstanding balances. Motion to accept financial reports made by Remily; seconded by Finnesand. Motion passed.

**JANUARY - MARCH EXPENSES:** Telephone: Venture Communications ($166.48, $166.02, $166.94), Straight Talk ($38.88, $37.30, $37.30); Pump & Control Maintenance: Menard’s ($8.13, $12.20), Curtis Gruba ($224.68), Dakota Pump & Control ($37,138.77, $26,261.08), Vig Lumber ($476.65), Rob’s Septic ($130.00), Runnings ($14.54) Maintenance Vehicle: HR One Stop ($78.33, $21.50, $75.00, $105.17), Community Oil ($51.00); Snow Removal: Benike Masonry ($1,512.30); Licenses: Intuit ($500.00), Adobe ($24.95); Bank Service Charge: Dakotah Bank ($10.00, $10.00, $10.00, $20.00); Insurance: SDPAA ($3,550.07), SDML Worker’s Comp ($67.00); Professional Fees: Todd Garry ($823.13); Payroll Liabilities: IRS ($921.24, $1,119.92, $1,001.24), QuickBooks Payroll ($1,421.17, $2,517.04, $1,423.00, $2,517.03, $1,423.00, $2,517.04); Electrical Usage: Ottertail ($59.77, $76.26, $68.76), LREA ($970.03, $912.50, $915.24); Water Usage: WEB Water ($37.30, $38.88, $38.98).

**MAINTENANCE REPORT:** Manager Carlson reported the following lift station upgrades: Pumps #4 and #12 have been upgraded to three phase pumps and new panel; #11 has been repaired temporarily while waiting for new three phase pump to arrive and will need additional excavation work once pump is received. Personal pumps: three personal pumps have been replaced since the November meeting. Other personal property issues include frozen sewer lines on four cabins located on Peabody Avenue. Manager Carlson is working with the cabin owners to resolve the issue. Update on septic tank pumping: Manager Carlson stated that all assessable septic tanks have been pumped with a few remaining cabins that need to be addressed due to their tank location. The Board discussed septic pumping rates if PLSD must pump a customer’s tank. PLSD is not competing with commercial septic pumping services, but recognizes that at times, septic pumping is needed in an urgent situation. When necessary, in urgent situations, PLSD will pump a septic tank for a flat fee of $165. Air relief valve replacement: Manager Carlson reached out to DPC to get on their schedule to replace the remaining ARVs (approximately 20). Update on insulating manholes: Carlson reported that there were still some frost issues in certain manholes and suggested that PLSD explore spray foam insulating a few critical ones to determine if that will help next winter. Manager Carlson also reported that several lift stations are experiencing significant ground water infiltration and causing pump run times to increase. He has reached out to HydroKlean to discuss additional repairs to help reduce the infiltration. Carlson also suggested that a smoke test be completed by SDARWS to determine what other issues could be causing the infiltration. The Board agreed with his suggestion and asked him to contact SDARWS. Manager Carlson reviewed the 2021 4th quarter and 2022 1st quarter pump run times. Pump run times were good at the end of 2021; however, run times have increased a bit in March due to the excessive amounts of ground water infiltration.

**OLD BUSINESS:** The Board reviewed an application to add a bunk house to the Mahlen cabin. After discussion with Manager Carlson, the Board approved the application based on the structure location as adjusted to make sure it doesn’t interfere with the main sewer line. The Board revisited the need to update PLSD ordinances to consolidate duplicate areas and clear up language to make them more concise. PLSD attorney Mark Reedstrom will review the ordinances and provide draft language to be considered at the May meeting.

**NEW BUSINESS**: PLSD Clerk Mary Finnesand presented the Board with information learned during the April 12th meeting conducted by the South Dakota Dept of Ag & Natural Resources. The DANR Board met to allocated grant and loan packages to municipalities that had submitted water and wastewater funding requests at the end of 2021. PLSD submitted a request for financial assistance to upgrade all the main lift stations to three-phase pumps with new panels; to rebuild certain main lift vaults, and once the upgrade is completed, an expansion of the collection system to include the 56 leased sites on the west side of the lake. PLSD has been offered an initial grant/loan package totaling $2,963,000 with a ratio of 72% grant ($2,158,000) and 28% loan ($805,000). The loan package is at a rate of 2.125% over 30 years. Once the package is received, the Board will work with NECOG and Helms Engineering to take the next steps necessary to initiate the first phase of the project that includes upgrading the system. Trustee Finnesand provided an update on a meeting scheduled for April 6th with the SWO tribal council to discuss the expansion project to include leased sites. Due to inclement weather, the council meeting ended prior to the opportunity for PLSD to discuss the project with council members. PLSD will follow up to reschedule and continue to work with tribal council members to ensure consistent language is used in the ordinances requiring cabin owners to connect to the sanitary sewer system.

The Board discussed declaring the lots below the PLSD building as surplus property with the possibility of selling the property. Trustees agreed to table the issue until a future date as it is not a priority of the Board at this time. PLSD trustees reviewed information regarding health insurance plans for fulltime employees. Since the 2022 budget has already been approved, no consideration will be made to add health insurance as an employee benefit at this time but will take it under consideration for 2023.

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

**NEXT MEETING**: Next meeting is May 13, 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