TRUSTEE MEETING

September 9, 2022 @ 10:00 AM

**ATTENDANCE**: Meeting was called to order at 10:00 AM 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 amended to include review and approval of September 7, 2022, minutes. Motion made to approve the agenda as amended by Finnesand; second by Remily. Motion passed.

**PUBLIC COMMENT:** No public comments

**AUGUST 12 AND SEPTEMBER 7, 2022, MINUTES**: The Board reviewed the August and September 7th meeting minutes. Motion made to approve the minutes by Bartos; seconded by Remily. Motion passed.

**FINANCIAL REPORTS:** Total funds available as of 08/31/22: General Checking Account $ 44,603.71 and Reserve & Replacement $ 48,210.49. Outstanding accounts receivable totaled $ 1,547.73. 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 accept financial reports made by Bartos; seconded by Finnesand. Motion passed.

**AUGUST EXPENSES:** Telephone: Venture Communications ($175.32), Straight Talk ($37.40); Pump & Control Maintenance: Amazon ($19.97), Dakota Pump & Control ($597.96, $30,636.08, $3,528.32), Duerre Excavation ($2,326.77), WinWater ($245.72); Maintenance Vehicle: HR One Stop ($99.92); Building Supplies & Maintenance: Sioux Valley ($522.29); Office Expense: Call-em All ($108.00), Spot On Printing ($63.00), Reporter & Farmer ($170.23); Insurance: SD Public Assurance Alliance ($454.61); Bank Service Charge: Dakotah Bank ($10.00); Payroll Liabilities: IRS ($1,001.26), QuickBooks Payroll ($1,423.00, $3,827.62); Electrical Usage: Ottertail ($69.97), LREA ($1047.21); Water Usage: WEB Water ($38.79).

**MAINTENANCE REPORT:** Manager Carlson reported that five customer repairs were completed since the previous meeting, including pump replacements and miscellaneous parts. Carlson reported previously that main lift station #11 was replaced with a new pump and panel; however, was struck by lightning within a few days of being installed. The panel continued to operate at a reduced capacity; however, Dakota Pump had to reinstall the old pump & panel because of a defective alarm on the damaged panel. After additional issues with the old panel, Manager Carlson worked with Dakota Pump to reinstall the damaged panel and is monitoring the pump closely until the replacement parts are available.

Manager Carlson assisted SDARWS with the seconded smoke test conducted September 7- 8th. Cabin owners will be notified of their issues and will work with them to determine the necessary repair. Since several issues were identified on individual cabins, the smoke test was not completed entirely, so SDARWS will return September 13th or 14th to finish up the remaining cabins. Those cabin owners will be notified ahead of the test and reminded via text alert to ensure PLSD and SDAWRS have access as needed. Carlson also reported that he continues to follow up with cabin owners with identified issues from the August smoke test. Manager Carlson plans to complete fall readiness checks such as checking air relief valves and has ordered hay bales needed for certain lift stations. He has requested a quote on LED lighting but hadn’t received it as of the meeting. Carlson also reminded the Board that LREA is burying electrical lines that will require PLSD to bore in line for station #2 and will be completed towards the end of September.

**OLD BUSINESS:** Clerk Finnesand reported that Helms Engineering opened bids on September 7th at the PLSD office and presented findings to the Board. Based on the bids, PLSD submitted a supplemental funding request in the amount of $1,300,00 to DANR by the September 9th deadline. Clerk Finnesand reported that NECOG confirmed they submitted the application prior to the start of the meeting. Helms confirmed that DANR won’t require the public hearing relative to the rate impact from the supplemental funding request be scheduled until after the DANR meets on September 29th and announces award packages. Discussions continue with the Sisseton Wahpeton Oyate and the Outlet, Bullhead Bay, Shepherds Bay, and Turtle Bay landowners. PLSD secured construction easements with the landowners for Bullhead, Shepherd’s, and Turtle Bay. In addition, cabin owners located in the Outlet Association voted unanimously during the fall meeting held September 4th in support of the PLSD expansion project. PLSD will continue to follow up with the Sisseton Wahpeton Oyate to secure the construction easement for the land that contains the Outlet Association.

**NEW BUSINESS:** Clerk Finnesand presented the Board with information regarding the trustee vacancy effective November 1, 2022, currently held by Kim Remily. The first notice of vacancy will be published in the official newspaper September 12th; followed by the second notice on September 19th. Nomination petitions will be taken September 28 – October 12, 2022. If needed, an election will be held November 1, 2022; otherwise, the election cancellation notice will be published October 24th. Nominating petitions can be requested from the office or downloaded from the website.

**ADJOURNMENT**: Meeting ended at 10:45 am. Trustee Remily made motion and Trustee Finnesand seconded to adjourn. Motion passed.

**NEXT MEETING**: Next regular meeting is October 14, 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