TRUSTEE MEETING

May 13, 2024 @ 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 written by Finnesand; second by Remily. Motion passed.

**PUBLIC COMMENT:** No public comments

**APRIL 12, 2024, MINUTES**: The Board reviewed the April meeting minutes. Motion made to approve the minutes by Bartos; seconded by Remily. Motion passed.

**FINANCIAL REPORTS APRIL 2024:** Total funds available as of 04/30/24: General Checking Account $149,056.65 and Reserve & Replacement $190,378.36. Outstanding accounts receivable as of 4/30/24 totaled $5,712.28.

**APRIL EXPENSES:** Telephone: Venture Communications ($175.52), Straight Talk ($37.34); Pump & Control Maintenance: Milbank WinWater ($902.01), Supply House ($3,829.50, $3829.50), SD One Call ($10.50); Maintenance Vehicle: HR One Stop ($58.29, $87.30); Office Expense: Vista Print($222.58); General & Liability Insurance: SDML ($60.00); Licenses: Intuit ($611.66); Professional Fees: Todd Garry, PA ($1,200.00); Bank Service Charge: Dacotah Bank ($10.00); Payroll Liabilities: IRS ($1,143.99), QuickBooks Payroll ($1,611.73, $3,092.23); Electrical Usage: Ottertail ($130.33), LREA ($906.10); Water Usage: WEB Water ($50.34).

Motion to accept the April 2024 financial reports made by Remily; seconded by Bartos. Motion passed.

Clerk Finnesand briefed the Board on possible options from Dacotah Bank and Intuit QuickBooks to offer credit card processing where an account is late, and the customer offers to pay over the phone via credit card. The Board agreed that if offered, the processing fee should be passed on to the customer and not absorbed by PLSD. The Board agreed that the most economical option that met PLSD’s needs, is to utilize a pay as you go service offered by QuickBooks. Clerk Finnesand will pursue the option based on the Board’s recommendation.

**MAINTENANCE REPORT:** Manager Carlson reported that three customer personal lift station repairs were completed since the last meeting. He also reported that lift station #12 had been repaired due to a broken electrical wire that was buried and not in conduit. Carlson noted that several lift stations have the same potential for electrical issues since they were not buried in conduit when originally installed. The Board directed Carlson to work with an electrician to place wiring into conduit at the affected lift stations.

**OLD BUSINESS:** Manager Carlson updated the Board on the improvement project as follows: Lift station #5 has been relocated and is fully operational which will serve the Outlet and Bullhead Bay neighborhoods. Initial work to rebuild the road in the Outlet Association has begun; however, will need additional finishing work as the secondary crew works through the neighborhoods to repair lawns disturbed due to installation work. Manager Carlson reported that installation work has been completed in the Bullhead Bay neighborhood with road and lawn restoration work yet to be completed as of the meeting. The construction crew has begun work starting at the north end of Turtle Bay which is the lowest elevation point of the project. High water tables have slowed the progress slightly; however, they continue to make progress and will soon be beyond the low point. The construction crew will continue to work towards the south to complete the project through Shepherds Bay Marina. Turtle and Shepherds Bay will be serviced by lift station #6. Clerk Finnesand shared project updates with the affected cabin owners on the leased property and will continue to provide updates as needed. Concerns from cabin owners have been elevated to the project manager and have been addressed as received.

**NEW BUSINESS:**  Clerk Finnesand briefed the Board on a post card mailing completed in early May sent to all PLSD customers to remind them to add PLSD’s email to their contacts to ensure they receive all billings and news updates. She reported that several customers had already called to provide updated contact information.

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

**NEXT MEETING**: Next regular meeting is June 14, 2024, 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