TRUSTEE MEETING

April 11, 2025 @ 4:00 PM

**ATTENDANCE**: Meeting held via conference call 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. Leif Redinger, Helms Engineering, was also present.

**AGENDA:** Proposed agenda reviewed, amended to move project update from Helms Engineering to before public comment, and motion made to approve the agenda as amended by Remily; second by Bartos. Motion passed.

**OLD BUSINESS:** Project update by Leif Redinger with Helms Engineering – Leif reported that he had been in contact with the project general contractor, H&W Contracting, to discuss the remaining outstanding items that need to be completed for the project to officially concluded. The punch list includes two possible change orders along with miscellaneous items affecting personal cabin sites in the new connection area. Redinger explained that a crew from H&W should be on site at the end of April/early May. The contractor recognizes that they will not get paid for completed work until the punch list is completed. Once the punch is completed, Helms will move ahead with securing the final inspections from DANR.

**PUBLIC COMMENT:** None

**NOVEMBER 2024, MINUTES**: The Board reviewed the November meeting minutes. Motion made to approve the minutes by Finnesand; seconded by Bartos. Motion passed.

**FINANCIAL REPORTS JANUARY - MARCH 2025:** Total funds available as of 03/31/25: General Checking Account $177,453.90 and Reserve & Replacement $340,664.21. Outstanding accounts receivable as of 03/31/25 totaled $22,955.91; however, as of the meeting date had dropped to $19,429.17. Clerk Finnesand reported that nearly half of the outstanding balance is due to a delinquent commercial account. Based on recent communications with the delinquent commercial customer, the Board agreed to allow the customer an additional 15 days before initiating judgement request through small claims court.

**JANUARY - MARCH EXPENSES:** Pump & Control Maintenance: RDO Webster ($6,504.70), WinWater ($6,645.58), SD One Call ($1.05, $1.05); Dakota Pump & Control ($1,003.06), Runnings ($204.56), Menards: ($214.29), Kevin’s Service: ($1,021.16, $334.74); Maintenance Vehicle: HR One Stop ($71.77); Bank Service Charge: Dacotah Bank ($10.00, $10.10, $10.00, $10.00, $16.95); Payroll Liabilities: IRS ($1,813.74, $1,576.76, $1,131.74), QuickBooks Payroll ($1,615.73, $3,103.37, $1,616.77, $3,103.36, $1,616.77, $3,103.37); Professional Fees: G. Todd Garry ($1,717.50); Office Supplies & Expense: Licenses: Adobe ($24.88); Insurance: SDPAA ($6,162.44), SDML ($16..00); Electrical Usage: Ottertail ($99.46, $92.26, $84.37), LREA ($1,141.05, $1,298.83, $1,335.97); Water Usage: WEB Water ($52.67, $52.60, $52.79); Telephone: Venture Communications ($123.57, $126.00, $125.16), Straight Talk ($37.06, $36.39, $36.39).

Motion to accept the first quarter 2025 financial reports made by Bartos; seconded by Remily. Motion passed.

**MAINTENANCE REPORT:** Manager Carlson reported that four customer personal lift station repairs were completed since the winter months along with opening a couple of frozen lines. Main lift station #7 was damaged by a Sioux Valley propane truck with preliminary repairs completed. Sioux Valley accepts responsibility and is covering all repair costs. Carlson reported that additional work needs to be done on the generator since it is still operating as efficiently as it should. He is working with a local contractor who performs engine work. Manager Carlson reviewed the first quarter pump run times with the Board. He explained that all the lift stations reflected normal run times and that the main lift station experienced additional run times due to spring runoff. Carlson updated the Board on spring work that includes checking air relief valves, rock work around lift stations, tree trimming, and additional work on the main lift station vault. He also informed the Board that he will follow up with SDRAWS about conducting the camera work originally planned for last fall.

**OLD BUSINESS:**

Trustee Finnesand updated the Board on the customer insurance claim that had previously been denied by PLSD’s insurance company. The claims administrator reported that the customer’s attorney is proceeding with suit against PLSD’s insurance company (SDPAA). The Board continues to receive updates from their attorney provided by SDPAA and the insurance claim adjuster.

**NEW BUSINESS:**  None

**ADJOURNMENT**: Meeting ended at 4:35pm. Trustee Finnesand made the motion and Trustee Remily seconded to adjourn. Motion passed.

**NEXT MEETING**: Next regular meeting is May 9, 2025, 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