TRUSTEE MEETING

November 6, 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 Remily; second by Bartos. Motion passed.

**PUBLIC COMMENT:** None

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

**FINANCIAL REPORTS OCTOBER 2024:** Total funds available as of 10/31/24: General Checking Account $110,319.16 and Reserve & Replacement $339,329.99. Outstanding accounts receivable as of 10/31/24 totaled $1,438.50; however, as of the meeting date had dropped to just over $990.--. Clerk Finnesand reported that late fees will be assessed on the 15th and statements issued. The Board discussed options for filing a lien on customers who are chronically delinquent.

**OCTOBER EXPENSES:** Pump & Control Maintenance: WinWater ($4,355.02), SD One Call ($10.50, $21.00); Woodchuck Tree Removal ($880.49), Menards: ($32.83, $49.97); Maintenance Vehicle: HR One Stop ($76.47, $70.87); Bank Service Charge: Dacotah Bank ($10.00); Payroll Liabilities: IRS ($1,230.08), QuickBooks Payroll ($1,611.73, $3,092.24); Office Supplies & Expense: Reporter & Farmer ($22.64, $38.69); Licenses: Security Metrics ($195.00), Wix ($216.64); Insurance: SDML ($1,199.00); Bonds: CorInsurance ($100.00); Electrical Usage: Ottertail ($87.12), LREA ($943.00); Water Usage: WEB Water ($50.40); Telephone: Venture Communications ($178.37), Straight Talk ($37.06).

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

**MAINTENANCE REPORT:** Manager Carlson reported that two customer personal lift station repairs were completed since the last meeting. Main lift station #1 improvements have been completed, including the wiring for the generator, so it is now fully automated and operational. Carlson updated the Board on fall/winter preparations completed that included straw bale placement, air relief valve cleanouts, rock work around lift station #6, and generator serviced. He also informed the Board that SDRAWS will not be able to conduct the camera work until spring 2025.

**OLD BUSINESS:** Clerk Finnesand shared an update provided by the project engineer on the improvement project as the construction work has been completed; however, the general contractor has not been back to review the outstanding items and complete the inspection with DANR. Finnesand reported that tentatively, DANR will conduct the inspection on November 15th, but will follow up with the project engineer to confirm.

Clerk Finnesand reported to the Board that one trustee petition was received from Iver Finnesand; therefore, the election was cancelled. Clerk Finnesand administered the oath of office to Trustee Finnesand.

Clerk Finnesand presented the Board with two snow removal bids for 2024/2025. After reviewing the bids, a motion to accept the bid from Woodchuck Tree Removal was made by Bartos; seconded by Remily. Motion passed.

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 and insurance company attorney are in discussions about a possible resolution.

**NEW BUSINESS:**  Clerk Finnesand presented trustee fee checks for approval. Motion to approve made by Finnesand; seconded by Remily. Motion passed. Ms. Finnesand briefed the Board on possible topics for the Fall/Winter newsletter. Board agreed with suggestions and requested Clerk Finnesand to complete and email the newsletter with customers. The Board reviewed PLSD fees currently in place for 2024 to determine if any changes are needed for 2025. After review and discussion, the Board agreed to keep 2025 fees at the same rate as 2024.

Clerk Finnesand presented items in need of approval for 2025 to include scheduled meeting dates as follows based on the second Friday of each month: 4/11, 5/9, 6/13, 7/11, 8/8, 9/12, 10/10, 11/14. Finnesand also requested consideration for the official newspaper and attorney for 2025. The Board agreed that the Reporter & Farmer should remain the official newspaper of PLSD and Mark Reedstrom as PLSD’s attorney. Motion to accept recommendations for 2025 made by Trustee Finnesand; second by Remily. Motion passed.

The Board considered officer positions for 2025. Motion made by Remily to continue with Iver Finnesand as president and Josh Bartos as vice president; motion seconded by Bartos. Motion passed.

**EXECUTIVE SESSION**: The Board went into executive session discuss personnel matters pursuant to SDCL 1-25 (1) & (4) at 4:45pm and returned at 4:55pm. Motion made by Finnesand to award bonuses to PLSD employees for the work performed in 2024; seconded by Bartos. Motion passed.

**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 April 11, 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