PICKEREL LAKE SANITARY DISTRICT

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**TRUSTEE MEETING MINUTES**

**April 9, 2018 @ 9:00 A.M.**

**PLSD BUILDING**

**ATTENANCE: Meeting was called to order at 9:00 AM. Present were Richard Sprenger, Craig Bair and Mary Finnesand. Also present were Al Fedje, Maintenance/Treasurer, and Justin Carlson.**

**MINUTES: December 2017 minutes were not available during the April meeting due to the Clerk’s absence. Unapproved minutes will be posted until minutes reviewed and approved at the May meeting.**

**MAINTENANCE REPORT: Fedje reported that the major lifts all served well over the winter – no serious issues. Due to extreme winter temps, several cabin owners experienced frozen sewer lines. PLSD’s policy on repairing frozen sewer lines will be discussed during the May meeting and once confirmed, be posted on the website.**

**TREASURER’S REPORT: Financial report as of 3/31/2018 was presented by Fedje. The report reflects balances on hand for the following: Capital Improvement Fund: $20,133.31, General Account Checking: $14,865.19, General Account Savings: $92,015.35, Reserve and Replacement: $121,215.18 and Total Checking/Savings: $248,229.03. A motion was made by Finnesand and seconded by Sprenger to accept the Treasurer’s report. Motion carried.**

**A motion was made by Sprenger and seconded by Finnesand to approve the following expenses with the motion carrying: Lake Region Electric (electrical usage),$771.03; Ottertail Power Company (electrical usage), $64.78; Venture Comm. (telephone), $159.04; Allen Fedje (payroll), $1,812.07 and $1,812.07; Mary Jo Button (payroll), $517.15; Quick Book Services charges (payroll expenses), $1.75, $10.00; Sioux Valley Coop Roslyn (maintenance), $42.80, $41.66, 47.82 and $24.66; IRS (Payroll Liabilities), $1,161.96; HR One Stop (maintenance supplies), $15.93; Dakotah Bank (Bank Service Charge), $10.00; Web Water ( maintenance expense), $37.84; SDML Worker’s Compensation Fund (workman’s comp insurance), $315.00; Mac’s Inc. (Building Expense), $320.89; Walmart (Office Supplies), $127.67; Bass Pro Shops (Maintenance Expense), $57.37; Paul Gollnick (Misc. Maintenance), $350.00; and Justin Carlson (Pump & Control Maintenance), $200.00; A&S Hardware (supplies) $9.47; and Elite Drain & Sewer (Repairs), $628.50.**

**OLD BUSINESS:**

**Update on portable generator for pickup – generator has been purchased and has been tested on a few lifts. Fedje will confirm that all lifts are wired properly to use with the generator. Board discussed the issue of loading the generator into the pickup box. Fedje will secure estimates to purchase a portable cherry picker to assist with loading and unloading. He will present the information at the May meeting, so the Board can vote on the purchase.**

**Part-time maintenance employee – Met with Justin Carlson, to discuss possible part-time employment to assist Fedje for repairs and back up while Fedje is on vacation. Offered the position to Carlson at $250/per month and $18/hour if more than 14 hours are worked during the month. Finnesand made the motion to hire Justin; Sprenger seconded and motion carried. Fedje will get Carlson established on the payroll system effective for April 2018.**

**Surplus equipment update – Fedje will present a list of excess equipment to the Board during the May meeting. Once approved, will post the list on the website and various sites to sell the unnecessary equipment.**

**Fogrod system update – Fedje discussed the replacement in lift systems by testing it on one lift. If it works more efficiently, will consider using them as replacement as the mechanical floats need replacement in the future. Motion made by Sprenger and second by Finnesand; motion carried.**

**NEW BUSINESS: Building open house – discussed holding open house in conjunction with PLC annual meeting in August. Will offer building space for PLC’s meeting.**

**NEXT MEETING: The next meeting date will be May 14, 2018 at 9:00AM.**

**EXECUTIVE SESSION: Board went into executive session at 9:40 to discuss personnel issues. Returned to regular session at 9:51.**

**ADJOURNMENT: There being no further business to come before the Board, Finnesand
moved and Sprenger seconded to adjourn the meeting. Motion carried. Meeting adjourned at 9:53 AM.**