PICKEREL LAKE SANITARY DISTRICT

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TRUSTEE MEETING

September 7, 2018 @ 4:00 PM

PLSD BUILDING

**ATTENDANCE**: Meeting was called to order at 4:00 PM. Present were Trustees Craig Bair and Richard Sprenger; Iver Finnesand. Also present were PLSD employees Al Fedje, Maintenance/Treasurer and Mary Finnesand, Clerk.

**MINUTES**: August minutes reviewed. Motion made by Finnesand; seconded by Sprenger to approve August 2018 minutes as recorded. Motion carried.

**MAINTENANCE REPORT:** Fedje reported two small lifts were replaced in August, plus issues with Fogrod on main lift at south end over Labor Day weekend.

**TREASURER’S REPORT**: Financial report as of 08/31/218 was presented by Al Fedje. The report reflects balances on hand as follows: Capital Improvement Savings - $24,263; General Checking $4,997; General Savings $62,116; Reserve & Replacement $115,876; for a total of $207,251. As of the meeting, there were two cabin owners who hadn’t paid their March invoice; if not paid with the September billing, they will be certified with Day county to be included in their tax assessment.

**JULY EXPENSES:**

Maintenance Salary: Justin Carlson ($250.00); Maintenance Supplies: Amazon ($73.12); Maintenance Telephone: Venture Communications ($45.30); Pump & Control Maintenance: Sioux Valley Coop ($41.88, $53.01), Milbank Winwater Works ($2,368.00), Galco ($121.86), Dakota Pump & Control ($8,667.41); Clerk Salary: Mary Finnesand ($574.33); Office Supplies: Amazon ($223.18); Mailing Expense: Roslyn Post Office ($150.00); Telephone & Internet: Venture Communications ($48.96, $68.94); Payroll Expenses: QuickBooks Payroll Service ($1.75, $5.25); Allen Fedje ($2,163.58, $2,163.58); Payroll Liabilities: IRS ($1,302.08); Web Water ($37.44); Electrical Usage: LREA ($963.55), Ottertail (61.15); LP Gas: Sioux Valley Coop ($650.00).

Motion made by Sprenger; seconded by Finnesand to accept the Treasurer’s Report and approve expenses. Motion carried.

**OLD BUSINESS:** Clerk Finnesand reported the 1st notice posted in the newspaper with 2nd notice published the week of September 10th. Petition form and deadlines posted to website.

**NEW BUSINESS**: Board discussed main lift station need for isolation valves to allow half the lift to operate if the other half goes down. The site will need to be excavated with Dakota Pump available to draw up plans to engineer the required valve. Board approved Fedje to hire excavation work this fall with repair completed next year with motion made by Sprenger and seconded by Finnesand. Board discussed maintenance issues with Fogrod in main lift. Fedje reported that manufacturer replaced the part causing the issue, so Board agreed to wait to see if repair permanently fixes the issue before pursuing a replacement. The Board also discussed possible testing to proactively assess the health of the system. While no issues have been identified, the Board agreed that Fedje should explore options for camera testing the lines. The Trustees review the backup policy for Fedje’s absence to ensure emergency calls are answered during his absence. Will discuss solutions during October meeting. The building access code has been updated to make sure property is secure.

**NEXT MEETING**: October 12, 2018, at 4:00pm at the District building. The November meeting was set for November 30, 2018 at 4:00pm.

**ADJOUNRMENT**: Meeting ended at 4:45 PM. Sprenger made motion and Finnesand seconded to adjourn.

Submitted by Mary Finnesand, PLSD Clerk