PICKEREL LAKE SANITARY DISTRICT

1765 DULYNN ROAD

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**TRUSTEE MEETING MINUTES**

**April 10, 2017 @ 9:00 AM**

**PICKEREL LAKE CORNER STORE**

**ATTENDANCE: Meeting was called to order at 9:00 A.M. Present were Richard   
Sprenger, Craig Bair, Mary Finnesand, and Al Fedje, Maintenance/Treasurer. Absent: Mary Jo Button. Also in attendance: Chuck Stoks, Webster Lumber**

**MINUTES: Motion was made by Sprenger and seconded by Finnesand to approve the minutes with corrections for the March 7, 2017 meeting. Motion carried.**

**MAINTENANCE: Fedje reported there were no repairs to the system during March. He is currently in the process of spring maintenance work; nothing major reported. Motion made by Finnesand and seconded by Sprenger to approve the March maintenance report. Motion carried**

**TREASURER’S REPORT: A motion to accept the financial reports presented by Fedje as of 3/31/2017 was made by Sprenger and seconded by Finnesand with the motion carrying. The March report reflects balances on hand for the following: Capital Improvement Savings: $35,829.13, General Account Checking: $10,179.24, Reserve and Replacement: $202,181.16; General Account Savings: $82,336.60. Accounts receivable as of 3/31/17: $10,179.24 based on March billing with only 20 accounts outstanding at month’s end.**

**A motion was made by Finnesand and seconded by Bair to approve the following expenses with the motion carrying: Lake Region Electric (electricity), $807.17; Ottertail (electricity), $24.36; Venture Communications (telephone), $91.52; Al Fedje (payroll), $1,686.94 and $1,686.94; Sioux Valley Coop Roslyn(pump and control maintenance) $45.52, 32.84, 44.62; South Dakota One Call (dig locate), $1.05; Internal Revenue Service (payroll liabilities), $1,230.50; Mary Jo Button (payroll), $471.56; Terry Kulesa (payroll), $523.69; Web Water ( water) $35.00; QuickBooks Payroll Service (bank service charge), $6.00; Reporter and Farmer (legal notices and offices expenses), $12.22; SDML (workmen’s comp.), $183.00; HR One Stop (maintenance supplies) $32.18; Dakotah Bank, $10.20;**

**OLD BUSINESS: Based on bids submitted, Coteau Hills Construction, Inc. was awarded the bid to construct the Sanitary District storage building at the south end of the lake. Construction start date will be confirmed with contractor; however, hope for work to begin mid-May, assuming no weather delays. Board reviewed building materials with Chuck Stoks from Webster Lumber and selected colors, finishes and door styles so materials can be ordered. The legal description is needed for the building permit and will be provided to the contractor and lumber yard. Chuck agreed to put all the materials decisions in writing along with the electronic bid package and will email the information to Craig Bair & Al Fedje.**

**The remaining bidders were rejected as follows in order of quote starting with the lowest:**

* **Lakeside construction: Bid did not specify enough details to confirm it matched building specs and required materials; Board could not determine that the bid met all the requirements**
* **Larson Construction: Not bid per bid packet specifications and did not include excise tax in the bid; therefore, quote was higher than accepted bid**
* **Greg Jonson Construction – higher than accepted bid**
* **Langford Lumber – higher than accepted bid**

**NEW BUSINESS: Board members discussed holding meetings on Saturdays so more users could be present. Topic tabled and will revisit the subject again at the May meeting. The Board discussed back up contingency plans for long term power outages like the situation over New Years. Fedje presented information on a large back generator for the south end, a portable generator to pump out pits, and a snow plow for the maintenance truck. Fedje will continue to explore multiple options for the Board to consider later. The Board also discussed the need to establish rules for the new storage building once its completed. Sprenger made a motion that only Sanitary District assets will be kept in the building. Finnesand seconded the motion. Motion carried.**

**The Board went into Executive Session pursuant to SDCL 1-25-2(1) at 10:11AM for the purposes of discussing a personnel matter and returned at 10:23AM.**

**NEXT MEETING: The next meeting will begin at 9:00AM on Monday, May 22, 2017, at Dana’s Corner Store**

**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 10:30 AM.**