PICKEREL LAKE SANITARY DISTRICT

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TRUSTEE MEETING

August 9, 2019 @ 4:00 PM

PLSD BUILDING

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

**MINUTES**: July 2019 minutes were reviewed. Motion to approve as reviewed by Finnesand; seconded by Sprenger. Motion passed.

**MAINTENANCE REPORT:** Fedje reported two calls during July for personal lift stations that needed some electrical repair.

**TREASURER’S REPORT**: Fedje presented financial reports as of 7/31/2019. The report reflects balances on hand as follows: Capital Improvement Savings $23,052.43; General Checking $5,938.64; General Savings $80,564.96; Reserve & Replacement $135,556.10; for a total of $245,112.13. Financial statements and accounts receivable reviewed. Motion to approve financial statements and expense by Finnesand; seconded by Sprenger. Motion passed.

**JULY EXPENSES:**

Maintenance Salary: Justin Carlson ($250.00); Maintenance Telephone: Venture Communications ($44.93); Pump & Control Maintenance: Dakota Pump ($547.19), SDARWS ($250.00), Mayou Electric ($598.00), Milbank Winwater ($3,237.04, $2,240.28, $3,197.80), Hydro-Klean ($20,824.17), Kevin’s Service ($200.00), Scott’s Lumber ($120.00), Sioux Valley Coop ($59.83, $46.51, $48.92, $61.31); Maintenance Supplies: Grainger($88.96), Blackburn Manufacturing ($102.99), Menards ($13.75), McMaster Carr ($78.89), A&S Hardware ($99.98, $41.97); Misc Maintenance: SD One Call ($11.55); Clerk Salary: Mary Finnesand ($574.33); Bank Service Charge: Dakotah Bank ($10.00); Telephone & Internet: Venture Communications ($46.04, $68.94); Office Supplies: Walmart ($60.86); Payroll Expenses: QuickBooks Payroll Service ($1.86, $5.59); Allen Fedje ($2,163.58, $2,163.58); Payroll Liabilities: IRS ($1,204.50); Electrical Usage: LREA ($951.40, $1,078.28), Ottertail ($64.49, $78.07); WEB Water ($38.15, $37.25); LP Gas: Sioux Valley Coop ($209.06, $550.00)

**OLD BUSINESS:** Fedje reported that Hydro-Klean will provide PLSD with a linear foot estimate to rehab manholes identified during the gravity line inspection. Manhole work will be completed in the spring of 2020. Fedje reported that Infra-Track is still finishing up another project, so have not received a timeline update for when they are able to camera the pressure line starting at the East State Park. Subsequent to the meeting Infra-track contacted Fedje and they will be able to commence work on August 15th. Fedje presented the proposed 2020 budget. Motion made by Finnesand to approve the proposed budget as discussed with the addition of a line item to address the use of Reserve & Replacement funds ($50,000 estimate) to make necessary system updates in 2020. Sprenger seconded motion – motion passed. The Board briefly discussed pump run times and determined that run times will be reported quarterly to update charts to post to the website. Run times have diminished after the wet spring and anticipate run times for the East State park to drop after pump replacement in August. Fedje reported that Quick Books has a feature that will be used to track pump repairs going forward. Fedje also reported that he followed up with Helms & Associates to create a simplified system map that only includes manhole and lift station locations. As of the meeting, Fedje has not received any bids for snow removal. The Board requested the bid notice be advertised again prior to the August 31st deadline.

**NEW BUSINESS**: PLSD Clerk presented information for the 2019 trustee vacancy that is effective November 1st, including notification and election dates. Vacancy notice will be advertised in the Dakota Reporter & Farmer for two weeks beginning August 26, 2019. Fedje reported he will be on vacation August 28 – September 2nd. Justin Carlson will be on call.

**NEXT MEETING**: Per established schedule, next meeting is September 13, 2019 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.

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

Submitted by Mary Finnesand, PLSD Clerk