PICKEREL LAKE SANITARY DISTRICT

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TRUSTEE MEETING

April 17, 2020 @ 4:00 PM

Meeting held by video conference

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

**MINUTES**: November 2019 minutes were completed and approved at the conclusion of the November meeting; therefore, the Board had previously reviewed the minutes.

**MAINTENANCE REPORT:** Fedje reported that winter months were relatively quiet with one pump (#4) failure in February and a seal failure on pump #10 in March.

**TREASURER’S REPORT**: Fedje presented financial reports as of 3/31/2020. The report reflects balances on hand as follows: Capital Improvement Savings $19,066.83; General Checking $13,122.99; General Savings $103,274.20; Reserve & Replacement $163,592.55; for a total of $299,056.55. Financial statements and accounts receivable reviewed. To date, accounts receivables balance had dropped; however, with March invoice payments still coming in, the balance will be reviewed more in depth during the May meeting. Motion to approve financial statements and expenses by Finnesand; seconded by Sprenger. Motion passed

**MARCH EXPENSES:**

Maintenance Salary: Justin Carlson ($250.00); Maintenance Telephone: Venture Communications ($44.54); Pump & Control Maintenance: Sioux Valley Coop ($37.65, $41.95); Mayou Electric ($698.00, $225.00); Maintenance Supplies: Amazon ($97.41); Maintenance Supplies: ($598.00); Clerk Salary: Mary Finnesand ($574.33); Bank Service Charge: Dakotah Bank ($10.00); Telephone & Internet: Venture Communications ($45.46, $68.94); Office Expense: Adobe ($24.95); Office Supplies: Labor Law Center ($37.90); Amazon ($7.30, $15.48); Payroll Expenses: QuickBooks Payroll Service ($1.86, $5.59); Allen Fedje ($2,163.58, $2,163.58); Payroll Liabilities: IRS ($1,182.18); Electrical Usage: Ottertail ($37.07, $30.43); LREA ($834.55); Water Usage: WEB Water ($37.13).

**OLD BUSINESS:** Fedje reported on system maintenance completed and in process based on last year’s inspection. The main pumps at the South End have been repaired as discussed last fall and the gravity line section identified during the camera inspection will be repaired during the month of April. Work will commence in April for rebuilding the manhole vaults as identified by Hydro-Klean last year. The Board also requested Fedje to proceed with getting the plumbing around the South End vaults excavated to update the layout to help facilitate access when needed. The Board discussed the need for a comprehensive analysis of all the pumps currently in operation to determine proactively which pumps may need to be replaced in 2020. Fedje will follow up with pump manufacturers to determine expected life expectancies of all the pumps and compare the information with the existing pumps. The Board will review the information during the next meeting to prioritize planned replacements to avoid any system failures going forward.

Fedje followed up again with Helms & Associates regarding the manhole map for the South End; however, we are still waiting on this information. He will follow up again as the South End still needs the information as they move ahead on their drainage study.

**NEW BUSINESS**: Fedje reported the Game Fish & Park (GFP) plans to construct a 6-8 person year round cabin in the West state park. Based on engineering services completed, the cabin will need its own septic tank, a 4-inch line and attached to the pressure sewer system. The Board agreed that GFP will need to pay for a new system hookup since they are expanding. Motion made by Sprenger to bill GFP for the new cost; seconded by Finnesand. Motion passed.

The Board discussed the impact of Covid-19 on the sanitary district. Fedje reported that he has personal protective equipment available for use, if needed; however, most of his work is done without any contact with cabin owners. He will elevate any concerns if they arise. Clerk Finnesand reported that the Pickerel Lake Conservancy will create a comprehensive contact database of all cabin owners while preparing the next lake directory. PLSD will collaborate with the Conservancy to gather all of the contact information so each organization will have the most current data.

**NEXT MEETING**: Next meeting is May 8, 2020 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 5:45 pm. Finnesand made motion and Sprenger seconded to adjourn. Motion passed.

Submitted by Mary Finnesand, PLSD Clerk