PICKEREL LAKE SANITARY DISTRICT

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TRUSTEE MEETING

May 8, 2020 @ 4:00 PM

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

**MINUTES**: The Board reviewed April 2020 minutes. Motion made to approve the minutes by Finnesand; seconded by Sprenger. Motion passed.

**MAINTENANCE REPORT:** Fedje reported April routine repairs included pump repairs in the East State Park, personal lift repairs in Chekapa Bay and Romana Beach areas, and spring maintenance including lagoon checks and bail pickups.

**TREASURER’S REPORT**: Fedje presented financial reports as of 4/30/2020. The report reflects balances on hand as follows: Capital Improvement Savings $21,420.23; General Checking $8,312.10; General Savings $103,291.13; Reserve & Replacement $174,154.41; for a total of $307,177.87. Financial statements and accounts receivable reviewed. To date, accounts receivables balance had dropped; however, accounts that remain outstanding in October will be reported to Day County to be added to their tax assessment. Motion to approve financial statements and expenses by Sprenger; seconded by Finnesand. Motion passed

**APRIL EXPENSES:**

Maintenance Salary: Justin Carlson ($250.00); Maintenance Telephone: Venture Communications ($44.34); Pump & Control Maintenance: HR One Stop ($34.26, $50.23, $33.76, $25.41); Super Breakers ($123.28); Dakota Pump & Control ($1,382.66, $525.51); Milbank Winwater Works ($3546.60); Maintenance Supplies: HR One Stop ($7.98); McMaster Carr ($63.15); Misc Maintenance: Cenex C Store ($5.72); Maintenance Expense: Amazon ($28.74, $193.20); Webster Ace ($55.00); Mailing Expense: Scott’s Lumber ($19.57); Clerk Salary: Mary Finnesand ($574.33); Bank Service Charge: Dakotah Bank ($10.00); Telephone & Internet: Venture Communications ($44.99, $68.94); Office Expense: Zoom ($15.66); 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 ($40.49, $33.57); LREA ($964.95); Water Usage: WEB Water ($37.13).

**OLD BUSINESS:** Fedje reported on system maintenance completed and in process based on last year’s inspection. Hydro-Klean completed the manhole project as quoted last year; which included relining 13 vaults. Fedje also reported that risers were installed on the repaired manholes that needed to be elevated to the surface. In addition, the sagging line section between the Hyde Park pumps has been repaired. 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. Due to high water levels, the project was not started in April. The Board asked Fedje to explore costs necessary to complete relining work on the remaining vaults in need of updates. Fedje will report back during the June meeting. The Board continued discussions on 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 and in the future. Fedje will gather data on the current pumps to determine the number of each pump type in use and possible needs for the future. The Board will review the information during the next meeting to prioritize planned replacements to avoid any system failures going forward. Fedje will also explore monitoring systems that could be utilized to alert any pump issues in real time.

Fedje followed up again with Helms & Associates regarding the manhole map for the South End; however, we are still waiting on this information. The Board requested Fedje to look for a different engineering firm to create the map since Helms had not responded.

**NEW BUSINESS**: No new business was brought before the Board.

**NEXT MEETING**: Next meeting is June 12, 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 4:35 pm. Finnesand made motion and Sprenger seconded to adjourn. Motion passed.

Submitted by Mary Finnesand, PLSD Clerk