PICKEREL LAKE SANITARY DISTRICT

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TRUSTEE MEETING

August 15, 2020 @ 9:00 AM

**ATTENDANCE**: Meeting was called to order at 9:00 AM. 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 July 2020 minutes. Motion made to approve the minutes by Finnesand; seconded by Sprenger. Motion passed.

**JULY MAINTENANCE REPORT:** Fedje presented proposal from HydroKlean to rehabilitate the remaining manholes. Finnesand made motion to move ahead with completing the additional work. Sprenger seconded the motion. Motion passed. Fedje informed the Board that additional risers will be purchased to elevate the remaining covers. Fedje also discussed extending the snow removal contract with Benike Masonry for the 20/21 winter season. The Board agreed to extend the terms for another year. The Board discussed adding charcoal filters to the main lift station to help reduce the odor at the south end. Fedje will install filters and then determine if they would be beneficial on additional lift stations.

**TREASURER’S REPORT**: Fedje presented financial reports as of 7/31/2020. The report reflects balances on hand as follows: Capital Improvement Savings $22,331.26; General Checking $9,315.59; Reserve & Replacement $209105.65; for a total of $240,752.50. Financial statements and accounts receivable reviewed. Accounts receivables dropped significantly during June; 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 accounts payable by Sprenger; seconded by Finnesand. Motion passed

**JULY EXPENSES:**

Maintenance Salary: Justin Carlson ($250.00); Maintenance Telephone: Venture Communications ($45.18); Pump & Control Maintenance: Milbank Winwater Works ($3,100.00, $544.00), SV Coop ($33.35), Dakota Pump & Control ($2,600.00, $7,600.00, $504.01, $540.82); Misc Maintenance: Webster Scale ($748.32), Craig Schaunaman ($250.00); SD One Call ($12.60); Building Supplies/Maintenance: Keller Mechanical ($$181.15); Building LP Gas: SV Coop ($569.22, $148,10); Clerk Salary: Mary Finnesand ($574.33); Bank Service Charge: Dakotah Bank ($10.00); Telephone & Internet: Venture Communications ($45.34, $68.94); Payroll Expenses: QuickBooks Payroll Service ($1.86, $5.59); Allen Fedje ($2,163.58, $2,163.58); Payroll Liabilities: IRS ($1,182.16); Electrical Usage: Ottertail ($35.74, $43.66), LREA ($901.89); Water Usage: WEB Water ($37.60).

**OLD BUSINESS:** Clerk Finnesand presented the proposed 2021 budget to the Board for review and approval. Motion made by Sprenger to reallocate funds from the expiring capital improvement fee ($100) to the reserve & replacement fund and the operating budget as follows: increase reserve fund by $70 and the operating fund by $30. Thereby maintaining the total annual fee without any increases. Finnesand seconded the motion. Motion passed. The Board revisited updating ordinance #10 to address debt service payment options. Based on the limited number of possible new users, the Board determine it wasn’t necessary to make any changes.

**NEW BUSINESS**: Clerk Finnesand presented the 2020 trustee vacancy notification and possible election dates for the term set to expire on October 31, 2020. The vacancy notices will be published in the Farmer & Reporter newspaper for two weeks beginning August 31. Clerk Finnesand updated the PLSD website news section to provide users with information to file a nominating petition. The Board discussed the discovery of the aquatic invasive species, zebra mussels, at Pickerel lake and the possible effects on the sanitary sewer system. The Board will invite Dennis Skadsen, GF&P, to the September meeting to discuss possible precautions, if any, that may be available.

**NEXT MEETING**: Next meeting is September 11, 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 9:30am. Finnesand made motion and Sprenger seconded to adjourn. Motion passed.

Submitted by Mary Finnesand, PLSD Clerk