PICKEREL LAKE SANITARY DISTRICT

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TRUSTEE MEETING

June 14, 2019 @ 4:00 PM

PLSD BUILDING

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

**MAINTENANCE REPORT:** Fedje reported one call during May for a personal lift station that needed repair.

**TREASURER’S REPORT**: Financial report as of 5/31/2019 was presented by Al Fedje. The report reflects balances on hand as follows: Capital Improvement Savings $22,831.35; General Checking $7695.08; General Savings $101,478.67; Reserve & Replacement $156,107.28; for a total of $288,112.38. Financial statements and accounts receivable reviewed.

**MAY EXPENSES:**

Maintenance Salary: Justin Carlson ($250.00); Maintenance Telephone: Venture Communications ($44.24); Pump & Control Maintenance: Milbank Winwater ($1,148.07), Duerre Excavation ($1,319.10), Sioux Valley Coop ($62.70, $56.60, $45.11), Dakota Pump ($734.70); Misc Maintenance: SD One Call ($1.05); Clerk Salary: Mary Finnesand ($574.33); Bank Service Charge: Dakotah Bank ($10.00); Telephone & Internet: Venture Communications ($45.95, $68.94); Office Expense: Microsoft ($106.49); 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: LREA ($1,397.07), Ottertail ($39.07, $57.05); WEB Water ($37.25).

Motion made by Finnesand; seconded by Sprenger to accept the Treasurer’s Report and approve expenses. Motion carried.

**OLD BUSINESS:** Draft bid notice for snow removal reviewed and approved by the Board. Notice will run in the Dakota Reporter & Farmer twice with bids due by August 31, 2019. Submitted bids will be reviewed during the September meeting. Fedje reported that Bill Thorson with South Dakota Association of Rural Water Systems (SDARWS) inspected the manholes of the gravity lines and checked a portion of the lines. Thorson recommended that the lines be cleaned prior to the camera project in order to get the best results. In addition, some manholes should be extended to get back to ground level and repair work for some. Based on Thorson’s recommendations, the Board reviewed a bid from Hydro-Klean out of Watertown to clean the gravity lines. Hydro-Klean will also camera the lines in conjunction with the cleanout. Motion made by Finnesand to accept Hydro-Klean’s bid with work commencing on June 24th; Sprenger seconded. Motion passed. The Board further discussed the pressure lines and will pursue work with Infra-Trak out of Watertown to clean the line from the East State Park down to the connection with the gravity lines, approximately one mile. Motion made by Sprenger; seconded by Finnesand to approve Fedje to follow up with Infra-Trak for a start date. The Board reviewed the pump usage charts and determined to review the updated charts once the discussed lines have been cleaned. The charts will be posted to the website once the updates have been completed. The Clerk and Fedje reported that the test alert message was issued on May 22nd as requested by the Board. Additional cell numbers have been identified since the test, so the phone list has been updated again. Fedje received positive customer feedback on adding the alert system. Truck and building signage have been ordered and added to better identify the District’s assets.

**NEW BUSINESS**: The Board held a preliminary discussion on 2020 budget needs. The topic will be tabled until the July meeting to see what additional costs might be incurred based on work being performed on the lines in June.

**NEXT MEETING**: Per established schedule, next meeting is July 12, 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 4:40pm. Sprenger made motion and Finnesand seconded to adjourn. Motion passed.

Submitted by Mary Finnesand, PLSD Clerk