PICKEREL LAKE SANITARY DISTRICT

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TRUSTEE MEETING

July 10, 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 June 2020 minutes. Motion made to approve the minutes by Finnesand; seconded by Sprenger. Motion passed.

**JUNE MAINTENANCE REPORT:** Fedje reported June maintenance needs were minimal with only two customer calls that did not require any repairs by PLSD. The office AC unit was repaired to improve the cooling feature.

**TREASURER’S REPORT**: Fedje presented financial reports as of 6/30/2020. The report reflects balances on hand as follows: Capital Improvement Savings $22,327.48; General Checking $17,452.54; Reserve & Replacement $224,068.35; for a total of $263,848.37. 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

**JUNE EXPENSES:**

Maintenance Salary: Justin Carlson ($250.00); Maintenance Telephone: Venture Communications ($44.41); Manhole Rehabilitation: Hydro Klean ($47,080.00); Pump & Control Maintenance: Milbank Winwater Works ($558.54), HR One Stop ($26.09, $18.09, $30.49, $28.82), SD One Call ($12.60); Maintenance Supplies: McMaster Carr ($104.14), HR One Stop ($11.70), Uline ($28.76); Clerk Salary: Mary Finnesand ($574.33); Bank Service Charge: Dakotah Bank ($10.00); Telephone & Internet: Venture Communications ($52.41, $68.94); 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 ($51.91, $31.05); LREA ($1014.83); Water Usage: WEB Water ($39.89).

**OLD BUSINESS:** Fedje reported that excavation work on the south end vault is planned for Fall 2020. He will coordinate the excavation work with Dakota Pump to determine repair needs. Clerk Finnesand presented a draft 2021 budget to the Board for consideration. The Board discussed options for the capital improvement fees that are set to expire at the end of 2020. The final budget will be presented for approval during the August meeting.

**NEW BUSINESS**: Fedje inquired about eliminating the five payment options offered for the sanitary sewer hookup fee currently provided for in Ordinance #10. In recent years most new users have paid the fee upfront rather than using a payment plan. The Board asked that the process for amending an ordinance be researched and discussed during the August meeting.

**NEXT MEETING**: Next meeting is August 14, 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 4:30pm. Finnesand made motion and Sprenger seconded to adjourn. Motion passed.

Submitted by Mary Finnesand, PLSD Clerk