PICKEREL LAKE SANITARY DISTRICT

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TRUSTEE MEETING

November 19, 2019 @ 8:00 AM

PLSD BUILDING

**ATTENDANCE**: Meeting was called to order at 8:00 AM. Present were Trustees Craig Bair, Richard Sprenger and Iver Finnesand. Also present were PLSD employees Al Fedje, Maintenance/Treasurer and Mary Finnesand, Clerk. Dan Loveland, representing the Pickerel Lake Conservancy and South End Association, also attended.

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

**MAINTENANCE REPORT:** Fedje reported that the no calls were received in the last month. Pump 10 hours are down after repairs completed; hours dropping on all pumps. Parts for the main lifts (pump 1) have been ordered – will be January before they are in and repairs will be done at that time. Pickup repairs will be done once parts are received by the dealership. The Board discussed replacing the transfer case with a new one vs repairing the old one approved by the insurance claim. Bair will look into the cost to order a new transfer case and will email the Board with estimated costs. Fedje reported he will have the lawn mower serviced.

**TREASURER’S REPORT**: Fedje presented financial reports as of 10/31/2019. The report reflects balances on hand as follows: Capital Improvement Savings $35,936.19; General Checking $13,785.69; General Savings $95,662.52; Reserve & Replacement $145,428.42; for a total of $290,812.82. Financial statements and accounts receivable reviewed. To date, accounts receivables are down from the 10/31 balance with follow up notices being sent to outstanding bills. Motion to approve financial statements and expense by Finnesand; seconded by Sprenger. Motion passed. The Board discussed a bill from Pickerel Lake Lodge for lost revenue due to hotel guests leaving early from gas odors from when the sewer lines were cleaned. Board agreed to pay the reasonable bill submitted.

**OCTOBER EXPENSES:**

Maintenance Salary: Justin Carlson ($250.00); Maintenance Telephone: Venture Communications ($45.00); Pump & Control Maintenance: Westway Electric Supply ($592.71), Sioux Valley Coop ($20.00), HR One Stop ($11.16, $75.00); Misc Maintenance: SD One Call ($15.75); Clerk Salary: Mary Finnesand ($574.33); Bank Service Charge: Dakotah Bank ($10.00); Telephone & Internet: Venture Communications ($45.00, $68.94); Office Expense: Wix.com ($228.00), Timevalue ($35.00); 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 ($34.09, $36.90).

**OLD BUSINESS:** Fedje reported on pumps one and ten during the maintenance report. Fedje reported that Bill Thorson with SDARWS Bill Thorson located the sag in the pipeline in the North/South Hyde Park area using a camera. That section of line will be proactively repaired next spring. He also marked another manhole cover on Lakeview Drive previously not found. Bill did not have any other recommendations for the system.

Fedje followed up with Helms & Associates regarding the manhole map for the South End; however, they still have not provided the information. He will follow up again as the South End still needs the information as they move ahead on their drainage study.

Fedje secured the snow removal contract with Benike Masonry for the 19/20 snow season.

**NEW BUSINESS**: The Board installed Craig Bair to serve a three-year trustee term beginning in 2020. Trustee Bair was elected as President for 2020 along with Sprenger as Vice President. The Board approved trustee payments for 2019 and approved the following for 2020: Mark Reedstrom as the legal counsel, Dakota Reporter & Farmer as the official newspaper, and approved Fedje to pay PLSD expenses for the period December – March until the Board meets again in April 2020.

Fedje requested that PLSD reimburse him for the use of his personal equipment as needed on occasion. The personal equipment included a side by side and a trailer. The Board discussed the best form of compensation for such use. Finnesand made the motion to compensate Fedje $150 for 2020 for the use of such equipment. Sprenger seconded the motion. Motion passed.

Dan Loveland provided an update from the South End Association’s drainage study commissioned by Clark Engineering. The report was issued just prior to the PLSD meeting and the group will meet with Clark Engineering to walk through the findings. The report findings addressed sewer system property just off of Peabody Avenue for a possible rain garden to improve drainage. He also shared an update from the PLC regarding the presence of curly pond weed and preventative information.

Clerk Finnesand completed the November meeting minutes during the meeting and presented them to the Board at the conclusion of the meeting for approval. Motion made by Finnesand; seconded by Sprenger to approve the November minutes as presented. Motion passed.

**NEXT MEETING**: Next meeting is April 17, 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. Additional meetings dates for 2020 on the 2nd Friday of each month are as follows: May 8, June 12, July 10, August 14, September 11, October 9, and November 13.

**ADJOUNRMENT**: Meeting ended at 9:00 am. Finnesand made motion and Sprenger seconded to adjourn. Motion passed.

Submitted by Mary Finnesand, PLSD Clerk