PICKEREL LAKE SANITARY DISTRICT

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TRUSTEE MEETING

November 19, 2018 @ 4:00 PM

PLSD BUILDING

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

**MINUTES**: October minutes reviewed. Motion made by Sprenger; seconded by Finnesand to approve October 2018 minutes as recorded. Motion carried.

**MAINTENANCE REPORT:** Fedje reported that fall maintenance has been completed. Pump at East State Park had issues and repaired by Dakota Pump. No other issues reported for October.

**TREASURER’S REPORT**: Financial report as of 10/31/2018 was presented by Al Fedje. The report reflects balances on hand as follows: Capital Improvement Savings $35,602.01; General Checking $15,188.39; General Savings $82,211.49; Reserve & Replacement $126,198.93; for a total of $259,200.82. Outstanding Accounts Receivable as of meeting date (11/19/18) reviewed. Past due patron has been certified with the county as previously discussed. Additional five patrons are delinquent at this time. Motion by made Sprenger and seconded by Finnesand to publish names of delinquent accounts in meeting minutes after 90 days past due.

**OCTOBER EXPENSES:**

Maintenance Salary: Justin Carlson ($250.00); Maintenance Supplies: Al Fedje ($120.00); Maintenance Telephone: Venture Communications ($45.04); Pump & Control Maintenance: Sioux Valley Coop ($44.42, $53.67, $66.45, $51.20), Milbank Winwater Works ($6,970.00); Misc Maintenance: SD DOR ($16.75); Clerk Salary: Mary Finnesand ($574.33); Bank Service Charge: Dakotah Bank ($10.00); Office Supplies: Amazon ($18.03); Office Expense: Reporter & Farmer ($19.75, 42.87, $41.93, $5.33), Roslyn Post Office ($50.00), Trend Micro ($124.55), Timevalue ($35.00), Wix.com ($96.66, $120.00); Surety Bond Insurance: CorInsurance ($300.00); Telephone & Internet: Venture Communications ($46.03, $68.94); Payroll Expenses: QuickBooks Payroll Service ($1.75, $5.25); Allen Fedje ($2,163.58, $2,163.58); Maintenance Mileage: Al Fedje ($69.12), Justin Carlson ($16.35); Payroll Liabilities: IRS ($1,187.16); Web Water ($37.24, $37.25); Electrical Usage: LREA ($709.95), Ottertail ($48.65); LP Gas: Sioux Valley Coop ($4.77).

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

**OLD BUSINESS:** Clerk Finnesand reported that no additional petitions were received; therefore, interim trustee Iver Finnesand will be sworn in to serve the 2019-2021 term. The Board discussed possible options for system testing based on information received by Fedje from discussion with Infratech. The company is not able to consider the project until next spring. The Board discussed securing a written bid from Infratech as well as a second company to investigate one mile of the system. Fedje discussed the fact that air relief valves will be removed during the process; which presents an opportunity to replace them at that time. Fedje will investigate costs. The Board will review camera estimates during the April 2019 meeting. Clerk Finnesand reported that the PLSD website has been updated to include the septic system maintenance tips shared by PLC Board Members. Clerk Finnesand also reported that progress is being made on updating the phone list to use for the Alert system. The system should be activated and tested in December.

**NEW BUSINESS**: Iver Finnesand was sworn in as PLSD Trustee. The Board requested that Finnesand be added to the bank accounts for signature authority. The Board appointed the following businesses for 2019 official business: Official newspaper – Reporter & Farmer; PLSD attorney – Mark Reedstrom; PLSD Bank – Dakotah Banks; approved payment of 2018 trustee payments; approved payment of December 2018 – March 2019 expenses in advance; and elected the following 2019 Officers: President – Craig Bair; Vice President – Richard Sprenger. The Board reviewed November meeting minutes as they were drafted during the meeting, so they could be approved at this time. Motion made by Finnesand; seconded by Sprenger to approve November minutes. Motion carried.

**NEXT MEETING**: The Board discussed setting a standing date for each meeting for 2019. Motion made by Bair and seconded by Sprenger to hold meetings on the 2nd Friday of each month April – November at 4:00pm. Motion carried. Next meeting will be April 12, 2019 at 4:00pm at the District building.

**ADJOUNRMENT**: Meeting ended at 4:50PM. Sprenger made motion and Finnesand seconded to adjourn.

Submitted by Mary Finnesand, PLSD Clerk