PICKEREL LAKE SANITARY DISTRICT

2908 Peabody Avenue

Grenville, SD 57239

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TRUSTEE MEETING

April 18, 2019 @ 5:00 PM

PLSD BUILDING

**ATTENDANCE**: Meeting was called to order at 5:00 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**: November 2018 minutes were drafted, reviewed and approved at the end of the November meeting. Note: Unapproved minutes are posted to the District’s website within 5 days of each meeting.

**MAINTENANCE REPORT:** Fedje reported on maintenance issues over the winter months. Three different pumps experienced issues during February-April; all have been repaired. The District’s generators were used during a March power outage. Fedje used the portable generator on the pumps located around the lake; the main generator on the south end was also started and is tested monthly to make sure it’s working properly. The building generator is operational as well. Fedje reported that the pump truck dump valve is being repaired as of the meeting date. Fedje presented information on replacing the control panels on the pumps except the main one and Y point – 11 pumps total. Most pumps are original to the system so the District will consider options and development a replacement plan as a new agenda item for the May meeting. The Board discussed utilizing pump usage reports to help determine pump replacement priority. Fedje checks pumps weekly and records hours pumped. The Board requested that Fedje work with the clerk to convert the reports to a spreadsheet so the pump usage can be graphed for a trend analysis. Fedje will report progress on the project during the May meeting.

**TREASURER’S REPORT**: Financial report as of 3/31/2019 was presented by Al Fedje. The report reflects balances on hand as follows: Capital Improvement Savings $16,312.08; General Checking $13,211.78; General Savings $79,394.82; Reserve & Replacement $150,643.71; for a total of $259,562.39. Financial statements and accounts payable reviewed. Accounts receivable is higher than normal due to semi-annual billings; April balance will drop considerably.

**MARCH EXPENSES:**

Maintenance Salary: Justin Carlson ($250.00); Maintenance Telephone: Venture Communications ($44.39); Pump & Control Maintenance: Sioux Valley Coop ($44.94, $61.25, $35.60), Dakota Pump & Control ($750.00), Sensaphone ($31.04); Clerk Salary: Mary Finnesand ($574.33); Bank Service Charge: Dakotah Bank ($10.00); Office Expense: Adobe ($2.95), Call-Em All ($54.00); Telephone & Internet: Venture Communications ($47.52, $68.94); Payroll Expenses: QuickBooks Payroll Service ($1.86, $5.59); Allen Fedje ($2,163.58, $2,163.58); Maintenance Mileage: Al Fedje ($7.56); Payroll Liabilities: IRS ($1,182.20); Electrical Usage: Ottertail ($33.51, $22.90); Insurance: SD Public Assurance Alliance ($3,583.56), SDML Worker’s Compensation ($37.00).

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

**OLD BUSINESS:** Fedje followed up with Infratrack to secure additional cost projections to camera test a portion of the line. The company provided a rough estimate of hourly costs via email. Trustee Finnesand provided information on another option based on his contact with the South Dakota Association of Rural Water Systems. They provide a camera service and are available to look at the system free of charge before determining which segments they are able to inspect based on line size. Since their initial observation is free, the Board agreed to schedule a meeting with their representative. The information will be added to the May agenda. Clerk Finnesand updated the Board on the alert system implementation. The system has been set up and preliminarily tested. The Board requested that a system wide test message be sent to customers on May 22, 2019, at 9:00AM. Information will be added to the website.

**NEW BUSINESS**: The Board discussed the need to contract snow removal around lift stations for next winter. This winter’s snow levels created issues for accessing pumps around the lake. Since the snow removal will be contracted, the Board will advertise for bids with specific contract requirements to be determined during subsequent meetings with plans to advertise in July and secure a contractor by September.

**NEXT MEETING**: Per established schedule, next meeting is May 10, 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.

**EXECUTIVE SESSION:** Pursuant to SDCL 1-25-2(3), the Board went into executive session to discuss personnel matters at 5:55pm and concluded at 6:15pm.

**ADJOUNRMENT**: Meeting ended at 6:20pm. Sprenger made motion and Finnesand seconded to adjourn.

Submitted by Mary Finnesand, PLSD Clerk