PICKEREL LAKE SANITARY DISTRICT

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**TRUSTEE MEETING MINUTES**

**May 14, 2018 @ 4:00 PM**

**PLSD BUILDING**

**ATTENDANCE: Meeting was called to order at 4:00 PM. Present were Craig Bair, Richard Sprenger, and Mary Finnesand. Also present were Al Fedje, Maintenance/Treasurer and Mary Jo Button, Clerk.**

**MINUTES: Motion was made by Finnesand and seconded by Sprenger to approve the minutes for the December 2017 and April 2018 meetings. Motion carried.**

**TREASURER’S REPORT: Financial report as of 04/30/18 was presented by Al Fedje. The report reflects balances on hand for the following: Capital Improvement Fund: $23,588.79, General Account Checking: $2,607.64, General Account Savings: $102,039.72, Reserve and Replacement: $124,310.82, Total Checking/Savings: $252,546.97. A motion was made by Finnesand and seconded by Sprenger to accept the Treasurer’s Report. Motion carried.**

**Expenses for April: Lake Region Electric (electrical usage), $832.25; Ottertail Power Company (electrical usage), $53.54 and $34.19; Venture Communications (telephone), $157.97; Dakota Pump and Control (maintenance), $7,271.38 and $2,346.05; WEB water (water), $37.16; Al Fedje (payroll), $1,812.07 and $1,812.05; Sioux Valley Coop Roslyn (maintenance), $29.73, $100.00, $29.74, $45.47, $45.08, $45.35, $59.55 and $45.55; Reporter and Farmer (office supplies), $37.79; Quick Book Services (bank service charges), $1.75, $10.00 and $5.25; Internal Revenue Service (payroll liabilities), $1,161.90; Mary Jo Button (payroll), $517.15; Justin Carson (payroll), $496.29; HR One Stop (maintenance supplies), $29.56, $62.45, 6.35, $169, $44.45 and $54.54; Menards (maintenance supplies), $287.28 and $108.36; Milbank Winwater Works (maintenance), $520.00; Northside Implement, LLC (maintenance), $29.39; KC Steak (maintenance), $127.90 and $127.90; Amazon (maintenance supplies), $25.69 and $128.52; DC Cargo Mall (maintenance supplies), $58.08; Light Bulbs Etc., Inc (maintenance), $362.40; Elite Drain & Sewer Cleaning (maintenance), $628.50; A&S Hardware Hank ( maintenance supplies), $9.47; Cardmember (office supplies), $24.95; Pipe Masters (maintenance supplies), $1,238.25.**

**MAINTENANCE REPORT: Fedje reported that significant maintenance was performed in April which is reflected in the Treasurer’s report: two gate valves on the main lift, pipe blew off on the main lift (these required three days of work), lift by Kerl’s (will need to order a second pump for this station), lost grinder pump at Y-camp (need to order a grinder pump). There will then be spares for all pumps. All pumps are up and running now. The pump truck also needs several repairs. Fedje will take the truck in this week.**

**OLD BUSINESS: PLSD’s policy on frozen pipes was discussed. If the frozen pipes are on an individual lift, they will be jetted. PLSD will work with the homeowner on a case by case basis to determine steps needed to resolve the issue. This winter was an unusual weather pattern that caused many pipes to freeze in late spring.**

**Fedje confirmed that all lifts are wired properly to be used with the generator on the pickup.**

**Fedje presented estimates on portable cherry picker to hoist the generator onto the pickup. Richard made a motion, which was seconded by Finnesand, to go with option 2 ($490). Motion carried.**

**Because of the exceptionally busy month, a list of surplus equipment will be compiled in May. It will be reviewed by the Board during the June meeting and placed on the PLSD website for sale.**

**Board discussed its responsibilities concerning maintenance and upkeep of septic tanks. Finnesand is composing an article for the PLSD website concerning the responsibilities of the PLSD and homeowners. After the Board’s approval during the June meeting, this article will be published in the PLSD website.**

**NEW BUSINESS: After 12 years of service, Mary Jo Button, PLSD clerk, retired effective June 1, 2018. The Board thanked Mary Jo for her work and wished her will in retirement.**

**NEXT MEETING: The next meeting will be held on Friday, June 15, 2018 @ 4:00 PM at the PLSD building.**

**ADJOURNMENT: There being no further business to come before the Board, Finnesand moved and Sprenger seconded to adjourn the meeting. Motion carried. Meeting adjourned at 5:15 PM.**