PICKEREL LAKE SANITARY DISTRICT

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TRUSTEE MEETING

April 9, 2021 @ 4:00 PM

**ATTENDANCE**: Meeting was called to order at 4:00 PM. Present were Trustees Craig Bair, Josh Bartos, and Iver Finnesand. Also present were Mark Reedstrom, PLSD attorney, Todd Garry, PLSD accountant, System Manager Justin Carlson and Clerk Mary Finnesand.

**AGENDA:** Proposed agenda reviewed; motion made to approve agenda as revised by Bartos; second by Finnesand. Motion passed.

**PUBLIC COMMENT**: No public comments made at this time.

**MINUTES**: The Board reviewed the January 21, 2021 minutes. Motion made to approve the minutes by Finnesand; seconded by Bartos. Motion passed.

**FINANCIAL REPORTS:** Todd Garry presented financial reports for January – March 2021. Total funds available as of 3/31/21: General Checking Account $51,657.10; Capitol Improvement Savings Account $35,395.46; and Reserve & Replacement $157,062.16. Outstanding accounts receivable totaled $21,860.19 resulting from the March billing. Garry reported that second billings will be issued yet in April, including finance charges. Motion made by Bartos to close the capitol savings account and merge the funds into the reserve & replacement account. Motion seconded by Finnesand; motion passed. The Board requested Todd Garry to close the account. Motion made by Finnesand and seconded by Bartos to accept the financial reports; motion passed.

**JANUARY – MARCH EXPENSES:** Maintenance Salary: Justin Carlson ($9,000.00); Curtis Gruba ($750.00); Maintenance Telephone: Venture Communications ($137.49); Pump & Control Maintenance: Sioux Valley ($11.00, $45.38, $62.33); Winwater Works ($1,410.00, $12,560.00); Hydro Klean ($44,650.00); Dakota Pump & Control ($632.65, $4,959.19); Mayou Electric ($3,041.74); Misc Maintenance: SD One Call ($2.10), Webster Ace ($23.97); Runnings ($103.28); Clerk Salary: Mary Finnesand ($1,516.18); Bank Service Charge: Dakotah Bank ($80.60); Insurance: CorInsurance ($459.10); Telephone & Internet: Venture Communications ($142.05); Office Supplies & Expense: Reporter & Farmer ($72.20); Mary Finnesand ($353.37); Adobe ($24.95) Visa ($902.05); Payroll Liabilities: IRS ($890.49); Electrical Usage: Ottertail ($201.05), LREA ($2,461.06); Water Usage: WEB Water ($11.82).

**MAINTENANCE REPORT:** Manager Carlson reported on winter maintenance as follows: two individual pump repairs, new seal on #2 lift, new wiring on lift #4, new float pack on lift #5, and repairs completed the Y camp lift due to a frozen line. The Board reviewed first quarter pump run charts with Manager Carlson. Carlson noted that lift station #7 reported high run times due to the frozen line and over all run times were up a bit. One explanation could be ground water infiltration and/or additional water discharge from sump pumps. The Board review ordinance 14 which provides that sump pump discharge is only allowed November 1 – April 1 and must have a permit on file. The trustees directed Clerk Finnesand to send out a message on the text alert system reminding owners to only discharge to the outside effective immediately.

**OLD BUSINESS:** Manager Carlson reported that he is waiting on information from Dakota Pump & Control regarding the condition of the District’s used pump inventory. He will follow up with them and report back during the May meeting. SD Association of Rural Water Systems will conduct a survey of the system to create a digital map of all components by the end of June. The new map will help facilitate locating components when repair work is necessary. Carlson reported that Hydro Klean returned to complete manhole project initiated last fall; they have one manhole left to rehab as of the April meeting. The air relief valve project on the phase I portion of the system has eight valves left to replace; work will continue in April. Dakota Pump & Control is handling the project and recommended that vents be upgraded on each lift system to help alleviate gas build up that is deteriorating the components. Carlson also reported that the main lift station project is on hold due to delays in receiving the required parts. The project will now be targeted for fall.

**NEW BUSINESS**: The Board reviewed highlights of the current ordinances to determine if any provisions were outdated and in need of an update. The trustees agreed that ordinance is in need of amendments to address cabin owners’ responsibilities. PLSD attorney Mark Reedstrom will draft an amendment for consideration at the May meeting. The Board reviewed historical information that previously addressed inclusion of trust land within the District boundaries. Discussion tabled until the May meeting. In light of the significant increase in necessary system improvements, the Board discussed preliminary reserve & replacement fee increases for the 2022 budget. The amount of increase needed will be determine when drafting the 2022 budget and will be further discussed at that time. The trustees discussed current electricians used by the District with Manager Carlson to determine if any changes are needed. Carlson confirmed that services performed to date have been acceptable but will communicate with the contractors to ensure that timely billings are received by the District.

**NEXT MEETING**: Next meeting is May 14, 2021, 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.

**ADJOURNMENT**: Meeting ended at 5:40pm. Finnesand made motion and Bair seconded to adjourn. Motion passed.

Submitted by Mary Finnesand, PLSD Clerk