PICKEREL LAKE SANITARY DISTRICT

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TRUSTEE MEETING

May 14, 2021 @ 4:00 PM

**ATTENDANCE**: Meeting was called to order at 4:00 PM. Present were Trustees Craig Bair, Josh Bartos (via phone), and Iver Finnesand. Also present were Mark Reedstrom, PLSD attorney, System Manager Justin Carlson, and Clerk Mary Finnesand. Pickerel Lake cabin owner Harvey Jewett appeared to discuss trust land within the sanitary district.

**AGENDA:** Proposed agenda reviewed with suggested change to move trust land discussion from old business to follow public comment. Motion made to approve agenda as revised by Bartos; second by Finnesand. Motion passed.

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

**OLD BUSINESS – trust land within PLSD boundaries:** Harvey Jewett provided history of the sanitary district as it stood up and the intentions to include trust land in the sewer system. He explained that considering a recent SD Supreme Court ruling, the District has authority to move ahead with the requirement for all leased properties to connect to the system as originally intended and defined as phase three in ordinance six. The Board discussed the need to make significant improvements to the existing system before expansion to include phase three can be explored. Jewett explained possible funding opportunities from the state due to current payouts from the federal government related to various COVID relief acts. He is willing to act as a liaison for the District with SD executive leadership and possible tribal leadership contacts to facilitate the improvement project. Motion made by Bartos to explore cost estimates to make improvements and move ahead with phase three construction to connect leased land sites; Bair seconded the motion. Motion passed.

**MINUTES**: The Board reviewed the April 9, 2021 minutes. Motion made to approve the minutes by Bair; seconded by Bartos. Motion passed.

**FINANCIAL REPORTS:** Total funds available as of 4/30/21: General Checking Account $61,608.44; Capitol Improvement Savings Account $0 (account closed as requested by Board); and Reserve & Replacement $192,465.54. Outstanding accounts receivable totaled $3,879.89 as of the meeting date. Follow up invoices will be issued, including appropriate finance charges for those customers still outstanding. Motion to accept financial reports made by Bartos; seconded by Bair. Motion passed. The Board discussed the need to review budget reports on a quarterly basis to ensure the District is sound financial condition. Motion made by Bair and seconded by Bartos to request quarterly budget reports from the PLSD accountant.

**APRIL EXPENSES:** Maintenance Telephone: Venture Communications ($164.34); Pump & Control Maintenance: Duerre Excavation ($2,703.96), Odor Hog (926.35), Elite Drain & Sewer Cleaning ($316.50), HR One Stop ($75.00, $74.34), Sioux Valley ($258.00), Winwater Works ($14,051.04), Hydro Klean ($1,900.00), Dakota Pump & Control ($5,180.21, $1,102.04, $14,051.04); Misc Maintenance: Keller Mechanical ($266.26), Benike Masonry ($979.80), Webster Ace ($59.97); Bank Service Charge: Dakotah Bank ($10.00); Office Supplies & Expense: Reedstrom Law Office ($325.50), G. Todd Garry ($1,743.94); Payroll Liabilities: IRS ($814.10), QuickBooks Payroll ($1,285.08, $2,463.06); Electrical Usage: Ottertail ($81.25), LREA ($890.96); Water Usage: WEB Water ($37.17).

**MAINTENANCE REPORT:** Manager Carlson reported that two more individual pump repairs were completed in April. Based on his observation, pumps are burning out due to the amount of sewage that is being forced through the system due to full septic tanks. The Board requested that Carlson immediately pursue septic tank pumping beginning at the south end on the west side and head north. Due to the significant amount of pumping needed, the Board instructed Carlson to utilize contracted pumping services. Manager Carlson reported that he is still waiting on information from Dakota Pump & Control regarding the condition of the District’s used pump inventory. He will follow up with them again and report back during the June meeting. Manager Carlson reported that SDAWRS completed the GPS work needed for the system map; however, it will be a while before the final map is available due to their workload. Carlson informed the Board that all the air relief valves on the west side have been replaced with one in need of some additional follow up work. He has explored air relief valves on the east side and identified 26 additional valves that need to be replaced. Due to importance of working air relief valves, motion was made by Finnesand and seconded by Bartos to complete the east side so that the entire project is completed. Motion passed.

**OLD BUSINESS:** PLSD attorney Mark Reedstrom reviewed a draft to amend ordinance 12 to address customer responsibilities for maintenance system components on their property. The Board discussed industry standards utilized by other utilities, including comparable sanitary districts, which establishes that the customer is responsible for maintenance on the line (and other components) that takes the discharge from their structure to the main sewer line. Reedstrom confirmed the updated language and will provide a final draft based on Board feedback. Motion made by Finnesand and seconded by Bartos to move ahead with the official process to amend ordinance 12. Motion passed.

**NEW BUSINESS**: The Board discussed the need to appoint an interim trustee to fill Craig Bair’s position beginning at the June meeting through October 2022. Trustee Bair is moving and will no longer own property within the District boundaries. Trustee Finnesand will reach out to cabin owners who are available to attend monthly meetings and interested in filling the interim position.

**EXECUTIVE SESSION:** The Board entered executive session to discuss personnel matters pursuant to SDCL 1-25 (1) & (4) at 5:25 and returned at 5:40pm.

**ADJOURNMENT**: Meeting ended at 5:41pm. Finnesand made motion and Bair seconded to adjourn. Motion passed.

**NEXT MEETING**: Next meeting is June 11, 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.

Submitted by Mary Finnesand, PLSD Clerk