PICKEREL LAKE SANITARY DISTRICT

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TRUSTEE MEETING

June 12, 2020 @ 4:00 PM

**ATTENDANCE**: Meeting was called to order at 4:00 PM. Present were Trustees Craig Bair, Richard Sprenger and Iver Finnesand. Also present were PLSD employees Al Fedje, Maintenance/Treasurer and Mary Finnesand, Clerk. Also present – Bryan Anderson, Day County OEM Director.

**MINUTES**: The Board reviewed May 2020 minutes. Motion made to approve the minutes by Sprenger; seconded by Finnesand. Motion passed.

**MAINTENANCE REPORT:** Fedje reported May routine repairs included two calls to the state parks and one personal lift repair in the Tahahe Point area. No other issues reported for May.

**TREASURER’S REPORT**: Fedje presented financial reports as of 5/31/2020. The report reflects balances on hand as follows: Capital Improvement Savings $21,673.89; General Checking $20,545.09; General Savings $103,308.63; Reserve & Replacement $167.360.03; for a total of $312,887.64. Financial statements and accounts receivable reviewed. Accounts receivables continue to drop; however, accounts that remain outstanding in October will be reported to Day County to be added to their tax assessment. Motion to approve financial statements and accounts payable by Finnesand; seconded by Sprenger. Motion passed

**MAY EXPENSES:**

Maintenance Salary: Justin Carlson ($250.00); Maintenance Telephone: Venture Communications ($44.34); Pump & Control Maintenance: Duerre Excavation ($1,413.49, $1,632.42), Sioux Valley ($29.11), SD One Call ($12.60), Dakota Pump & Control ($234.30, $130.30); Maintenance Supplies: Ron Saw Shop ($857.17); Runnings ($12.76); Menards ($53.14); Clerk Salary: Mary Finnesand ($574.33); Bank Service Charge: Dakotah Bank ($10.00); Telephone & Internet: Venture Communications ($45.11, $68.94); Office Expense: Microsoft (106.49); Zoom ($15.66); Payroll Expenses: QuickBooks Payroll Service ($1.86, $5.59); Allen Fedje ($2,163.58, $2,163.58); Payroll Liabilities: IRS ($1,182.18); Electrical Usage: Ottertail ($47.45, $35.2); LREA ($656.00); Water Usage: WEB Water ($37.21).

**OLD BUSINESS:** Fedje reported on system maintenance completed and in process based on last year’s inspection. All manholes have been identified and elevated with risers where needed. The South End vault update has not been started due to high water levels. The Board directed Fedje to move ahead with the update and coordinate repairs with excavation needs. Fedje shared a lake map prepared by Dakota Pump & Control that identifies all pump locations including pump details. Fedje compared the pump sizes to the existing pump inventory to determine if additional pumps are needed as backup. Based on the information shared, the Board agreed that the pump inventory is sufficient based on existing repairs underway. Based on preliminary information gathered, Fedje reported that a monitoring system is cost prohibitive for the system. No further exploration is needed at this time.

**NEW BUSINESS**: Bryan Anderson, Day County Emergency Management Services, presented a request to place a radio tower on land owned by PLSD in the lagoon area located south of the lake. Anderson explained that a radio tower would significantly improve emergency communications in areas of the lake that currently have no reception. Day County will bear all costs to install the tower and will assume all liability, including proper insurance coverage. Motion made by Trustee Sprenger to allow Day County EMS access to the PLSD property to install the communications tower; seconded by Trustee Finnesand. Motion passed.

Clerk Finnesand and Fedje presented preliminary information to consider for the 2021 budget. The Board discussed the need to consolidate two bank accounts since the general savings account should be included in the Reserve & Replacement account for future system updates. Motion made by Trustee Finnesand to transfer the general savings account funds to the reserve account and close the existing savings account; motion seconded by Sprenger. Motion passed. Draft budget information will be presented during the July meeting for further discussion.

**NEXT MEETING**: Next meeting is July 10, 2020 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.

**ADJOUNRMENT**: Meeting ended at 4:45pm. Finnesand made motion and Sprenger seconded to adjourn. Motion passed.

Submitted by Mary Finnesand, PLSD Clerk