PICKEREL LAKE SANITARY DISTRICT

2908 Peabody Avenue

Grenville, SD 57239

Email: info@PLSDistrict.org Telephone: 605-486-0069

TRUSTEE MEETING

June 15, 2018 @ 4:00 PM

PLSD BUILDING

AGENDA

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

**MINUTES**: Motion was made by Bair and seconded by Sprenger to approve the May 2018 minutes. Motion carried.

**MAINTENANCE REPORT:** Fedje reported that all 13 lifts worked during the month of May without issues. He reported that as the system ages, portable lifts are beginning to wear out and will be replaced as needed. There are roughly 80 portable lifts, so additional lifts will be kept on hand since two were replaced in May.

**TREASURER’S REPORT**: Financial report as of 05/31/18 was presented by Al Fedje. The report reflects balances on hand as follows:



**MAY EXPENSES:**

Service Charge: Dakotah Bank ($10.00); Building Expense: Runnings ($69.21); Maintenance Salary: Justin Carlson ($250.00); Maintenance Supplies: Amazon ($418.65), Grainger ($136.40); Maintenance Telephone: Venture Communications ($44.49); Miscellaneous Maintenance: RDO Webster ($24.18) Pump & Control Maintenance: Sioux Valley Coop Roslyn ($25.53, $55.60, $60.38, $90.40, $35.28, $72.42, $59.25), Pipe Masters ($1,238.25); Dakota Pump & Control Co., Inc. ($2,346.05, $1,048.47, $239.80), Kevin's Service ($720.00), Twin Valley Tire/Community Oil ($2,937.96, $308.16), Galco ($116.03), Milbank Winwater Works ($1,582.00, $1,360.00), Allied Electronics ($168.70); Clerical Mileage: Mary Jo Button ($6.42); Clerk Salary: Mary Jo Button ($574.33); Telephone & Internet: Venture Communications ($45.05, $68.94); Payroll Expenses: QuickBooks Payroll Service ($1.75, $5.25); Allen Fedje ($2,329.09, $2,329.09); Justin Carlson ($19.12); Mary Jo Button ($43.94); Electrical Usage: Ottertail Power Company ($34.19), Lake Region Electric ($957.71).

A motion was made by Sprenger and seconded by Finnesand to accept the Treasurer’s Report. Motion carried.

**OLD BUSINESS:** The Board briefly discussed posting ownership responsibilities to the District’s website to serve as a resource for owners. Fedje stated that the information is covered in the New User document provided to owners when they first connect to the system. The updated document will be added to the website as resource information to highlight the owner’s responsibility.

The Board reviewed surplus property with Fedje to determine assets should be sold. The following items will be posted to the website. If interested, contact Al Fedje at 605-486-0069. Surplus items include: 1000-gallon tank on tandem axle trailer; 8hp trash pump; 40-gallon water heater, and a manual retrievable crane/hoist.

**NEW BUSINESS**: The Board reviewed updated job descriptions for PLSD employees & approved for posting to website. Sprenger made a motion to accept the job descriptions; seconded by Bair. Motion approved. The Board discussed the vacate Clerk position and appointed Mary Finnesand to serve as the District Clerk effective June 1, 2018. Sprenger made motion; Bair seconded the motion. Motion passed.

Finnesand accepted the Clerk position and resigned her Trustee position expiring in 2018 effective the July meeting. An interim Trustee will be appointed by the Board during the July meeting to fill the position until the election has held.

The Board discussed a possible emergency messaging system to notify owners when the sewer system is offline for repairs, etc. Based on options reviewed, the Board agreed to try a pay as you go system with plans to make it fully operational by next winter. Fedje will confirm primary phone number with users with the fall billing statements. Bair made the motion to proceed with trying the company, Call-Em-All. Sprenger seconded the motion. Motion passed. Finnesand will work with Fedje to implement the system.

Trustees reviewed the policy for posting meeting minutes in local newspaper and website; agreed to continue with policy of waiting till minutes are approved before publishing in the local newspaper.

**NEXT MEETING**: July 30th at 4:00pm at the District building.

**ADJOUNRMENT**: Meeting ended at 4:50pm. Sprenger made motion and Finnesand seconded to adjourn.