PICKEREL LAKE SANITARY DISTRICT

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TRUSTEE MEETING

November 6, 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 trustee-elect Josh Bartos and PLSD employees Al Fedje, Maintenance Manager/Treasurer and Mary Finnesand, Clerk.

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

**OCTOBER MAINTENANCE REPORT:** Fedje reported that no maintenance issues were reported in October.

**TREASURER’S REPORT**: Fedje presented financial reports as of 10/31/2020. The report reflects balances on hand as follows: Capital Improvement Savings $34,387.17; General Checking $27,743.82; Reserve & Replacement $215,465.98; for a total of $277,596.97. Financial statements and accounts receivable reviewed.

Motion to approve financial statements and accounts payable by Finnesand; seconded by Sprenger. Motion passed.

**OCTOBER EXPENSES:**

Maintenance Salary: Justin Carlson ($250.00); Maintenance Telephone: Venture Communications ($45.32); Pump & Control Maintenance: Hahler Automotive ($52.00), HR One Stop ($34.99), Dakota Pump & Control ($768.45); Misc Maintenance: Grainger ($779.98), SD One Call ($32.55), Webster Ace ($26.62); Clerk Salary: Mary Finnesand ($574.33); Bank Service Charge: Dakotah Bank ($10.00); Telephone & Internet: Venture Communications ($46.72, $68.94); Office Supplies & Expense: Reporter & Farmer ($5.23); Payroll Expenses: QuickBooks Payroll Service ($1.86, $5.59); Allen Fedje ($2,163.58, $2,163.58); Payroll Liabilities: IRS ($1,187.70); Electrical Usage: Ottertail ($41.40, $34.64), LREA ($762.83); Water Usage: WEB Water ($40.23).

**OLD BUSINESS:**

Clerk Finnesand notified the Board that the PLSD election cancellation notice ran in the official newspaper the week following the October 15th petition deadline. The Clerk received two positions; however, Richard Sprenger withdrew his petition; leaving Josh Bartos as the new trustee.

Fedje reported that pump run times for lift #9 (Chekapa Bay) dropped substantially during October and is now averaging two hours per week. He’ll keep an eye on the times going forward. The Board discussed installing filters on all the lifts to reduce odors and extend the vault lives. The Board agreed to contact Bill Thorson, SDWARS, for a consultation on the matter. The Board will proceed based on his recommendations. The snow removal contract for the 20-21 winter season will be renewed with Benike Masonry under the same terms as last year. Fedje will secure a signed contract.

**NEW BUSINESS**:

The Board installed Josh Bartos as a trustee for a three-year period effective immediately. Bartos signed the oath of office maintained at the office. The Board recognized Richard Sprenger for his 22 years of service to the District as a trustee. Craig Bair was elected as trustee president for the coming year and Iver Finnesand will serve as the vice president. Trustee payments for 2020 were approved and distributed. Motion made by Finnesand to establish Mark Reedstrom as PLSD attorney, Reporter & Farmer as the official newspaper, Dakotah Bank as the financial institution, and authorized bills to be paid as needed for the months December – March. Motion seconded by Bair; motion passed.

The Board reviewed the PLSD financial review and discussed recommendations made in the report. Bair made a motion at 4:50pm to go into executive session pursuant to SDCL 1-25-2(3) to discuss personnel matters. The meeting resumed at 5:20pm. The Board agreed the need to separate the manager and treasurer duties would strengthen internal controls as recommended in previous certified audits. Clerk Finnesand submitted her resignation effective December 31, 2020, to the Board. The Board accepted Fedje’s resignation from his position and will seek an outside accounting firm for monthly accounting needs. The Board will also search for a new system manager with Fedje’s resignation effective once a new manager is hired.

**NEXT MEETING**: Next meeting is April 9, 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 5:30pm. Finnesand made motion and Bair seconded to adjourn. Motion passed.

Submitted by Mary Finnesand, PLSD Clerk