PICKEREL LAKE SANITARY DISTRICT

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**TRUSTEE MEETING MINUTES**

**November 14, 2017**

**PLSD BUILDING**

**ATTENANCE: Meeting was called to order at 9:00 AM. Present were Richard Sprenger, Craig Bair and Mary Finnesand. Also present were Al Fedje, Maintenance/Treasurer, and Mary Jo Button, Clerk.**

**MINUTES: Motion was made by Finnesand and seconded by Sprenger to approve the minutes from the October 16, 2017 meeting. Motion carried.**

**TREASURER’S REPORT: Financial report as of 10/31/17 was presented by Fedje. The report reflects balances on hand for the following: Capital Improvement Fund: $10,121.11, General Account Checking: $7,409.46, General Account Savings: $89,442.38, Reserve and Replacement: $117,762.05 and Total Checking/Savings: $224,735.00. A motion was made by Sprenger and seconded by Finnesand to accept the Treasurer’s report. Motion carried.**

**A motion was made by Sprenger and seconded by Finnesand to approve the following expenses with the motion carrying: Lake Region Electric (electrical usage),757.46; Ottertail Power Company (electrical usage), $24.80; Venture Comm. (telephone), $89.87; Milbank Winwater Works (maintenance) $796.66; Dakota Pump and Control (maintenance), $2,235.00 and $750.00; Reporter and Farmer (legal notices) $125.31; Allen Fedje (payroll), $1,870.51 and $1,686.95; Mary Jo Button (payroll), $471.55; Terry Kulesa (payroll), $517.28; Quick Book Services (bank service charges), $1.75 and $5.25; Sioux Valley Coop Roslyn (maintenance), $69.90; Web Water (maintenance expense), $26.30; IRS (Payroll Liabilities), $1,230.50; HR One Stop (maintenance supplies), $51.20, $38.80 and $53.98; Coteau Hills Construction (building costs), $2,693.94 One Call Systems (dig notice), $3.15; Great Lakes Electric LLC (building expense), $5,869.45; Northside Implement, LLC (maintenance), $34.00; Eden Lumber (maintenance supplies), $467.15 and $53.81; Uline (maintenance supplies), $464.70 and $122.85; Slimware (office expense), $49.87; US Postal Service (mailing expenses), $1.00; Dakota Bank (service charges), $10.00 and $25.00; Menards (maintenance and building supplies), $32.25, $88.35 and $151.17; Wix.com (offices expenses), $168.96; SD Public Assurance Alliance (SDPAA Insurance), $162.50; Timevalue (office supplies), $35.00; Mac’s Inc. ( building expense), $855.75 and $370.97; Craig Bair (stipend), $1,125.00; Mary Finnesand (stipend), $1,125.00; Richard Sprenger (stipend), $1,125.00; SDML, (), $1,001.00 Walmart (office supplies), $54.78.**

**MAINTENANCE REPORT: No problems with the big lift stations last month. Three small lifts had hoses that had come off. They’ve been repaired. Relief valves arrived and the pumps have been repaired.**

**OLD BUSINESS:**

**Discussed the portable generator to be purchased for the service truck – tested all lift stations and a 50 amp generator should be sufficient. Fedje will check on getting written bids.**

**Fedje presented update on surplus equipment – disposed of some unused assets and will continue to look for opportunities to sell additional assets. The Board discussed landscaping for the new building. Natural ground cover will be pursued in the spring.**

**NEW BUSINESS:**

**Richard Sprenger will serve as a PLSD trustee for a 3 year term 2018-2020 as no other petitions were turned in. Sprenger was sworn in for his new term.**

**The Board went into Executive session at 10:00AM to discuss personnel matters and concluded the executive session at 10:20AM**

**NEXT MEETING: The next meeting will be held on Thursday, December 14, 2017 at 9:00 AM at the PLSD building.**

**ADJOURNMENT: There being no further business to come before the Board, Finnesand  
moved and Sprenger seconded to adjourn the meeting. Motion carried. Meeting adjourned at 10:22 AM.**