PICKEREL LAKE SANITARY DISTRICT

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TRUSTEE MEETING

November 12, 2020 @ 5:00 PM

**ATTENDANCE**: Meeting was called to order at 5:00 PM. Present were Trustees Craig Bair, Josh Bartos, and Iver Finnesand. Also present were Mary Finnesand, Clerk, Mark Reedstrom, PLSD attorney, and Todd Garry.

**AGENDA:** Proposed agenda reviewed, motion made to approved agenda, as amended, by Finnesand; second by Bartos. Motion passed.

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

**NEW BUSINESS**:

The Board discussed accounting needs with Todd Garry, public accountant, to determine possible services. Garry will submit a written proposal to the Board for consideration. The Board reviewed and revised the job descriptions for the System Manager and Treasurer. Motion made by Bair to accept the updated descriptions; seconded by Bartos. Motion passed. The website will be updated with the new descriptions. The Clerk notified the Board that a vacancy announcement has been placed with the official newspaper to run for two weeks. The position will remain open until filled.

The Board discussed day to day operational activities that need to be modified if the Treasurer duties are performed by an outside accounting firm, including use of a PO box, issuing and receiving customer payments online, utilizing auto pay whenever possible, and updating banking authorizations.

**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 6:15pm. Finnesand made motion and Bair seconded to adjourn. Motion passed.

Submitted by Mary Finnesand, PLSD Clerk