

Board Minutes
Pine River Area Sanitary District
Wednesday, January 27, 2021 Annual Meeting
3:00 PM Via Teleconference

A. CALL TO ORDER: The annual meeting of the PRASD was held Via Teleconference on Wednesday, January 27, 2020. Chairman Siltman called the meeting to order at 3:00 PM.

MEMBERS PRESENT: Siltman, Johnson, Spartz, Hobson, Hansen-Via Teleconference

MEMBERS ABSENT: None

OTHERS PRESENT: Andrew Schwartz, Operations Manager; Wanda Schrupp, Business Manager; Charles Swenson -Via Teleconference

B. PUBLIC FORUM: None

C. Appointments of Officers: Per current bylaws:

- | | |
|--------------------------------|---------------------|
| 1. Chairman: | Gary Siltman |
| 2. Vice-Chair: | Bob Hobson |
| 3. Secretary/Treasurer: | Mike Hansen |

D. Appointments of Sub-Committees:

Motion by Johnson, Second by Spartz to dissolve Sub- Committees for 6 month trial. All voted Aye, Motion carried.

E. Annual Designation of Depositories: Board agrees to keep the same.

- 1. Business Checking-Savings Plus at PRSB**
- 2. Money Market-CD's at FNB**

F: Annual Designation of Official Newspaper: Board agrees to the following.

- 1. Official: Pine and Lakes Echo Journal**
- 2. Additional: Brainerd Daily Dispatch**

Siltman to call newspaper to invite to monthly meetings. Schrupp to check into e-papers.

G. Rates & Fees: Motion by Hobson, Second by Johnson to keep rates and fees as follows. All voted Aye, Motion carried.

- 1. Set Annual Percentage Rate for Delinquent Account Late Penalty:**
1.67% per month / 20% per annum
- 2. Set Percentage Rate for Current Charges Not Paid by Due Date: 10%**

- 3. **Set Administrative Costs for:**
 - A. **Conciliation Court Process:** \$75.00
 - B. **NSF:** \$35.00 plus bank fees
 - C. **Tax Certification:** \$50.00 plus collection fees per time
- 4. **Sewer Access Charge:**
 - A. **Residential:** \$1500.00
 - B. **Commercial:** \$3000.00 per connection
- 5. **Sewer Use Charge:** Per Fee Schedule

H. **APPROVAL OF MINUTES:** The minutes of the December 16, 2020 meeting were approved as written.

I. **MONTHLY FINANCIAL SUMMARY REVIEW:** Reviewed

J. **REPORTS BY OFFICERS AND COMMITTEES:**

- 1. **ON-CALL DUTY-Hansen-(Nov 30 & Dec 7)**-Reported routine & signing checks
- 2. **ON-CALL DUTY-Johnson- (Dec 14 & Dec 21)**-Reported routine.
- 3. **ON-CALL DUTY-Ryan-(Dec 28)**-Absent -routine

K. **REPORTS BY MANAGERS:**

1. **Operations Manager-**

- A. **Visa Limit:** Schwartz requested credit limit to be raised to \$2500.00. Board agreed. Schrupp to call.
- B. **GIS Proposal:** Motion by Johnson, Second by Hobson to proceed with task 2 Web & Mobile Application Deployment for \$3600.00 from Bolton & Menk. All Voted Aye, Motion Carried.

2. **Business Manager-**

- A. **On-Call Schedule:** 2021 Board on-call schedule.
- B. **Board Meeting Schedule:** 2021 Board meeting schedule.
- C. **Collection CD Expires 2/25/21:** Board agrees to roll over CD at current rate.

L. **OLD BUSINESS:**

- 1. **Quote-Second Pump-Main Lift:** Motion by Hobson, second by Johnson to accept bid from Electric Pump for less than \$15,000 for second pump for Main Lift. All voted Aye, Motion carried.
- 2. **Alum Tank Replacement:** Eagle Construction installed new tanks on 1/26/2021 and disposed of old tanks.

M. NEW BUSINESS:

- 1. Removal and Addition of Signatures from Banks:** Motion by Johnson, Second by Hobson to remove Marvin Ryan and add Cindy Spartz as authorized signers. All voted Aye, Motion Carried.
- 2. Marvin Ryan:** Schrupp to write letter of appreciation from PRASD.
- 3. PTO:** Board agreed to change form as discussed.

N. ADDED BUSINESS:

- 1. Sewer Line Extension:** Johnson stated he was contacted regarding Bites restaurant regarding hooking up to the PRASD system. Motion by Johnson, Second by Hobson for Schwartz to contact Bolten & Menk for free of charge advice only regarding available grants. All voted aye, Motion Carried.
- 2. Sewer Initiative Program:** Motion by Johnson, Second by Spartz for Schwartz and Schrupp to investigate. All voted Aye, Motion Carried.
- 3. Roberts Rules/Board Guidance Manual:** Siltman recommended Schrupp getting all Board Member's copies.

O. COMMUNICATIONS: None

P. ADJOURNMENT: Motion by Hobson, Second by Spartz to adjourn. All voted Aye. Motion carried.
Meeting adjourned at 4:32 pm.