

**AGENDA**

**Pine River Area Sanitary District Annual Meeting  
Wednesday, January 26, 2022 6:00 PM  
Pine River Area Sanitary District-Via Teleconference**

- A. Call to Order**
- B. Public Forum:**
- C. Rotation of Officers: Per Current Bylaws**
  - 1. Chairman-Mike Hansen
  - 2. Vice-Chairman-Alan Johnson
  - 3. Secretary-Treasurer-Suzanne Henk
  - 4. Member-Mike Lupella
  - 5. Member-William Nagel-(Feb 1)
- D. Annual Designation of Depositories:**
  - 1. **Bank Authorization Resolution: Business Checking-Savings Plus at PRSB**
  - 2. **Bank Authorization Resolution: Money Market-CD's at First National Bank**
- E. Annual Designation of Official Newspaper:**
  - 1. **Pine and Lakes Echo Journal**
- F. Rates & Fees**
  - 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**

**G. Approval of Minutes:**

1. Regular Meeting: November 17, 2021
2. Regular Meeting: December 15, 2021-Cancelled
3. Special Meeting: December 29, 2021-Peoples Services
4. Special Meeting: December 29, 2021-Backus Contract

**H. Monthly Financial Summary Review**

1. Balance Sheet
2. Profit and Loss- Actual vs. Budget
3. Profit and Loss- Year Comparison
4. Approval of Monthly Check Detail
5. Visa statement
6. Fuel Report

**I. Reports by Officers and Committees**

1. **On-Call Duty – Hansen** (Nov 15 & Nov 22)
2. **On-Call Duty-Johnson** (Nov 29 & Dec 6)
3. **On-Call Duty-Spartz** –(Dec 13 & Dec 20)
4. **Suzanne Henk**
5. **Mike Lupella**

**J. Reports by Managers**

1. Operations Manager
  - A. 2008 Ford
2. Business Manager
  - A. Juneteenth-Holiday
  - B. Board on-call Schedule

**K. Old Business:**

1. Backus Contract
2. Breaks- Mark Johnson Comments
3. Employee Policy and Handbook updates- Mark Johnson Recommendations
4. Donations
5. Safe Deposit Key

6. Laura Garcia Follow up
7. Attorney Investigation

**L. New Business:**

1. Attorney
2. Meeting date & Time
3. Remove Cindy Spartz and Bob Hobson from and add Suzanne Henk, William Nagel (pending official appointment by Cass County) and Mike Lupella to Banking.
4. City of Crosslake
5. Staffing Plan

**M. Added Business:**

**N. Communications:**

1. Hendricks Law Firm
2. Mark Johnson –Retirement
3. Pequot Lakes
4. Peoples Services

**O. Adjournment:**