

Board Minutes
Pine River Area Sanitary District
Wednesday, February 24, 2021 Meeting
3:00 PM Via Teleconference

A. CALL TO ORDER: The regular meeting of the PRASD was held Via Teleconference on Wednesday, February 24, 2021. Chairman Siltman called the meeting to order at 3:00 PM.

MEMBERS PRESENT: Johnson, Siltman, Spartz, Hobson, Hansen

MEMBERS ABSENT: None

OTHERS PRESENT: Andrew Schwartz, Operations Manager; Wanda Schrupp, Business Manager; Charlie Swenson

B. PUBLIC FORUM: None

C. APPROVAL OF MINUTES: The minutes of the January 27, 2021 meeting were approved as written.

D. MONTHLY FINANCIAL SUMMARY REVIEW: Reviewed

E. REPORTS BY OFFICERS AND COMMITTEES:

1. **ON-CALL DUTY-Siltman-(Jan 4)**-Reported signing checks-routing
2. **ON-CALL DUTY-Hobson- (Jan 11 & Jan 18)**-Reported signing checks and payroll-routine

F. REPORTS BY MANAGERS:

1. **Operations Manager-** Discussed request for extension. Discussed sending out a survey. Schwartz to talk to businesses and Wilson Township to see if there is any interest in connecting. Schwartz requested going back to in person meetings. Board tabled for a few months.
2. **Business Manager-**
 - A. **Official Newspaper:** Verified any ad placed is published in both paper and e-version. Siltman reported he spoke to editor at Newspaper to invite them to attend board meetings.
 - B. **Bank Signatures:** Bank paperwork has been completed.
 - C. **Visa Limit:** Schwartz's visa limit has been increased to \$2500
 - D. **210 Kent St:** Board advised Schrupp to write certified letter to owner regarding required paperwork needed to connect.
 - E. **PTO form and Policy update:** Motion by Hobson, second by Spartz to accept updated PTO form and policy as presented. All employees to read and sign. All voted Aye, Motion Carried.

F. Board Manual and Info Books: Board members to bring their manuals to Schrupp to update.

G. Marvin Ryan Appreciation letter: Appreciation letter has been sent.

G. OLD BUSINESS: None

H. NEW BUSINESS:

1. **Newsletter:** Siltman requested Schrupp write a newsletter to send with billing as needed. Board agreed.

2. **Information Request:** Siltman stated he received a request for the recordings regarding the grievance filed between employees. Board agreed to have Siltman contact attorney regarding.

I. ADDED BUSINESS:

1. **Safety Deposit Box:** Siltman requested PRASD getting a Safety Deposit Box for the closed meeting recordings. Current Chairman to keep the key. Board agreed.

2. **Complaint Form:** Siltman requested implementing a complaint form. Board agreed to have him bring to next meeting.

J. COMMUNICATIONS: None

K. ADJOURNMENT: Motion by Johnson, Second by Hobson to adjourn. All voted Aye. Motion carried.
Meeting adjourned at 4:06pm.