

Board Minutes
Pine River Area Sanitary District
Wednesday, October 27, 2021 Meeting
6:00 PM
PRASD Main Office & Via Teleconference

A. CALL TO ORDER: The regular meeting of the PRASD was held on Wednesday, October 27, 2021. Chairman Siltman called the meeting to order at 6:00 PM.

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

MEMBERS ABSENT: None

OTHERS PRESENT: Andrew Schwartz, Operations Manager; Wanda Schrupp, Business Manager; Bill Hendricks, Hendricks Law; Charlie Swenson, Wilson Township; Mark Buchite, Wilson Township; Le Sears, Barclay Township; Clarence Sears, Barclay Township; Rich Spiczka, Pequot Lakes Administrator; Travis Grimmler, Echo Journal; Karl Flier, City of Backus; Kurt Sawyer, City of Backus; Ann Swanson, Backus Clerk; Rick Melhorn, PRASD Employee; Jake Freeman, PRAD Employee; Dale Wynn, PRASD Employee; Tamara Hansen, City of Pine River

B. PUBLIC FORUM: **Bill Hendricks Law:** Bill Hendricks presented response to letter from PRASD Attorney regarding billing policy. Motion by Hanson, Second by Spartz to table issue until November and Hendricks gets an estimate on plumbing costs to install meter. All voted Aye, Motion Carried.

C. APPROVAL OF MINUTES: The minutes of the September meeting were approved as written with the change in motion made by Hansen to include “unbiased”.

D. MONTHLY FINANCIAL SUMMARY REVIEW: Reviewed

E. REPORTS BY BOARD MEMBERS:

- 1. ON-CALL DUTY-Hansen-(Sept 6 & Sept 13)-** Reported contacting Contract Holders. Reported discussing meetings with another Board Member.
- 2. ON-CALL DUTY-Johnson- (Sept 20 & Sept 27) –** Reported phone call with Schrupp and Freeman regarding payroll. Per Chairman Siltman’s request, contacted LMC and Mark Johnson, Attorney regarding investigation.
- 3. Hobson-** Nothing to report.
- 4. Siltman-** Reported signing checks and covering for Board members that were not available when On-Call. Reported attended the Pine River Planning and Zoning meeting where he was asked to resign.
- 5. Spartz-** Reported meeting with Siltman and Schrupp regarding expenses.

F. REPORTS BY MANAGERS:

1. **Operations Manager-** Tabled until next month's meeting.
 - A. **Dude Solutions-**
 - B. **Cartegraph-**
 - C. **SEH-**
 - D. **Bolten & Menk-**

2. **Business Manager-**
 - A. **Meeting Date Changes-**Approved meeting date changes to November 17, 2021 and December 15, 2021 due to Holidays. Changed business office closings for Christmas to December 24 & December 27, 2021.

G. OLD BUSINESS:

1. **Chickamaw Beach Land-** Schrupp to send letter to Chickamaw Beach from PRASD.
2. **Backus Contract-Mark Johnson Revisions-** Gave revised version of contract to Backus City Clerk.
3. **Newspaper article response to contracts-** Letter sent to Pequot Lakes and Lake Shore regarding newspaper article.
4. **Mark Johnson Investigation-Email-** Hansen to call LMC to get Attorney referrals to investigate PRASD issues. Hansen to communicate through emails and forward all to Schrupp, who will then bring to other Board Members.
5. **People Services Letter-** Discussed.

H. NEW BUSINESS:

1. **Employee Manual and Policies: Mark Johnson review for updates-** Schrupp to work with Mark Johnson to update Employee policy.
2. **Teleconference Board Meetings-** Discussed.
3. **Budget- November Meeting-** Discussed
4. **Manager Reviews- November Meeting-** Siltman appointed Hobson and Hansen to do Schwartz review and Johnson and Spartz to do Schrupp review. Results to be brought to the November meeting for discussion.
5. **Payroll Issues-** Discussed break policy. Schrupp to check with Mark Johnson.

I. ADDED BUSINESS: None

J. COMMUNICATIONS: None

K. ADJOURNMENT: Motion by Hansen Second by Hobson to adjourn. All voted Aye. Motion carried.
Meeting adjourned at 8:11 pm.