**DRAFT BOARD AGENDA**

**Pine River Area Sanitary District**

**Regular Meeting**

**Thursday, February 23, 2023**

**6:00 PM**

**PRASD Main Office & Via Teleconference**

**A: CALL TO ORDER:**

**B. PUBLIC FORUM: Time Limit may be imposed.**

**C. APPROVAL OF MINUTES:**

 **1. ANNUAL MEETING –** January 26, 2023

**D. MONTHLY FINANCIAL SUMMARY REVIEW: See Attached**

 **1. BALANCE SHEET:**

 **2. PROFIT AND LOSS-ACTUAL VS BUDGET:**

 **3. PROFIT AND LOSS- YEAR COMPARISON:**

 **4. MONTLY CHECK DETAIL AND BANK RECONCILIATION:**

**E. REPORTS BY BOARD MEMBERS:**

1. **Mike Lupella**: **ON CALL:**
2. **Suzanne Henk: ON CALL:** for the week of 02/20/23
3. **Mike Fairchild: ON CALL:** for the weeks of 02/06/23 and 02/13/23
4. **Mark Buchite: ON CALL:** for the weeks of 01/23/23 and 01/30/23

**F. REPORTS BY MANAGERS:**

 **OPERATIONS:** Jacob’s report: Attached

 **BUSINESS MANAGER:** 1**.** Pine River State Bank Accounts Authorization to add Troy Gregory (Board Member):
 Checking account #0005436, Savings account # 0203864
 First National Bank Accounts Authorization to add Troy Gregory (Board Member):
 Savings account #802983, CD account #1009735, CD account #10101227.
 Michael Hansen (former Board Member) to be removed from all Pine River Area Sanitary District accounts.

 2. CPA for year-end Audit: I have currently contacted 28 CPA firms. The majority of these firms have declined
 due to staffing and current workload. I do have two firms that have requested additional information which
 has been provided. Waiting to hear back from them. I have also contacted the State of MN to let them
 know of the issue we are having locating a firm.

 3. Freeze Run water usage/cost for Baptist Church: Adjustment? Per Mike Hansen, whomever started the
 freeze run at the church did it incorrectly resulting in water usage of over 92,000 gallons of water and a
 billing statement of $513.54. The church is requesting an adjustment. Average usage for the church, during
 the winter has been approximately 3600 gallons, which is $42/month.

 4. Juneteenth: State has passed this for an official holiday, to become effective June 19, 2024. Do we now have
 to include this in our paid Holidays?

1. QuickBooks Renewal due by May 1, 2023: Renewal options attached.

 QuickBooks Desktop: $799/year (Program we are currently using)

 QuickBooks Online Plus: $459/year for first year, then $918 following year

 QuickBooks Online Advanced: $1080/year for first year, then $2160 following year

 There is no fee to transfer from Desktop version to the Online version.

**G. OLD BUSINESS:**

1. Workman Compensation Policy: Majority of cities, that the Business Manager contacted,
 pays the “Injury on Duty Pay” themselves with a 90-day limit after which the employee utilizes
 their own PTO. Attached is a Workman’s Compensation Guide draft for the Board to review.

2. Attorney Contract: Contract is attached for review, approval and signatures.

**H. NEW BUSINESS:**

**I. ADDED BUSINESS:**

**J. COMMUNICATIONS:**

**K. ADJOURNMENT:**