BOARD MINUTES  
Pine River Area Sanitary District  
Regular Meeting  
Thursday February 23, 2023  
6:00 PM  
PRASD Main Office & Via Teleconference

A. CALL TO ORDER: The regular meeting of the PRASD was held on Thursday, February 23, 2023.   
 Mike Lupella called the meeting to order at 6:01 PM.   
  
MEMBERS PRESENT: Mike Lupella, Suzanne Henk, Mike Fairchild and Troy Gregory  
MEMBERS ABSENT: Mark Buchite  
OTHERS PRESENT: Roxanne Frederick and Jacob Freeman, PRASD employees

B. PUBLIC FORUM: None

C. APPROVAL OF MINUTES:  
1. Annual Meeting: January 26, 2023  
Motion by Mike Fairchild, Second by Suzanne Henk to approve above minutes as written. All voted aye, opposed-none, Motion carried

D. MONTHLY FINANCIAL SUMMARY REVIEW:  
1. Balance Sheet:  
2. Profit and Loss-Actual vs Budget:  
3. Profit and Loss-Year Comparison:   
4. Monthly Check Detail and Bank Reconciliations:   
Monthly Financials Reviewed  
Motion by Suzanne Henk, Second by Mike Fairchild to approve above reports as given. All voted aye, opposed-none, Motion carried

E. REPORTS BY BOARD MEMBERS:   
1. Mike Lupella: Nothing to report  
2. Suzanne Henk: (On Call: week of 02/20/23) Wanted us to be aware of possible scan. She received a message from “PayPal” and had business managers initials attached. Business Manager did confirm, that was not send by her and to not open anything like this.  
3. Mike Fairchild: (On Call: weeks of 11/28/22 & 12/5/22) Nothing to report  
4. Mark Buchite: Nothing to report   
5. Troy Gregory: Nothing to report

F. REPORTS BY MANAGERS:  
OPERATION MANAGER: Reviewed by Board Members

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.

Motion by Suzanne Henk, Second by Mike Fairchild to approve adding Troy Gregory to all bank accounts and to remove Michael Hansen from all bank accounts. All voted aye, opposed-none, Motion carried.

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.

Motion by Suzanne Henk, Second by Troy Gregory to approve a one-time adjustment and to charge the

Church $115 for that billing cycle. All voted aye, opposed-none, Motion carried

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?  
 Motion by Mike Fairchild, Second by Troy Gregory to approve adding June 19th to the PRASD approved

paid holiday list and add this date to the employee handbook. All voted aye, opposed-none, Motion

carried.

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.  
Motion by Mike Fairchild, Second by Suzanne Henk to approve QuickBooks renewal and purchase the QuickBooks Online Plus version at $459/year for first year. All voted aye, opposed-none, Motion carried.

G. OLD BUSINESS:   
1. Workman Compensation Policy: Majority of cities, that the Business Manager contacted, pay 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.  
Tabled until next meeting. Mike Fairchild wants to research this topic further.   
   
2. Attorney Contract: Board Member reviewed  
Motion by Troy Gregory, Second by Mike Fairchild to approve the contract as written. All voted aye, opposed-none, Motion carried.

H. NEW BUSINESS:   
Property in Chickamaw Beach that PRASD owns: Suzanne Henk stated that the city of Chickamaw Beach had a meeting last Tuesday and wanted to let PRASD know that they are still interested in purchasing this property. Suzanne Henk to bring in copies of documents regarding this property that Chickamaw Beach has for PRASD to review. The Board also asked the Business Manager to review previous minutes to see what documents PRASD may have.  
The Board has agreed to Table under more information can be reviewed.

I. ADDED BUSINESS:   
Jacob Freeman asked to have his weekly hours increased from 10 to 15 hours, which would include the weekend on-call.  
Motion by Suzanne Henk, Second by Troy Gregory to approve weekly hour increase as requested. All voted aye, opposed-none, Motion carried.

J. COMMUNICATIONS:

K. ADJOURNMENT:   
Motion by Suzanne Henk, Second by Troy Gregory to Adjourn. All voted aye, opposed-none. Motion carried. Meeting adjourned at 6:44 pm.