

LAKE WAPOGASSET & BEAR TRAP LAKE SANITARY DISTRICT

MEETING MINUTES—January 8th, 2018

The January meeting of the LWBT Sanitary District was called to order by President Dave Erspamer at 7:00 in the District Office.

Commissioners present: Dave Erspamer, Commissioner-President; Mark Tryggestad, Commissioner-Treasurer; Commissioner-Secretary, Paul Elbing; Dennis Badman, Commissioner.

Employees present: Heidi Erspamer and Ken Baillargeon.

Guests: Ryan Hanson

Minutes of the November meeting were approved as distributed. Publication of the open meeting notice was acknowledged.

TREASURER'S REPORT

We recorded no income for the month of December. Expenses were \$13,937.05. Our December net income was a negative \$14,676.46.

OPERATIONS REPORT: Maintenance

Staff are going to change the float on #4 and check the force main and valves. Other than that, things have been running smoothly.

OPERATIONS REPORT: Office

Heidi reported that our annual mailing/invoicing was sent out on January 2nd. End of year tax forms, due January 31st, are in process and preparations are getting underway for the District's annual audit.

OLD BUSINESS

Harvest Report. Our consultant, Steve Schieffer, provide a written synopsis of our 2017 CLP harvest, including an estimate of phosphorus removed. Heidi shared copies of this report with the board. Steve also provided the District with the 2018 CLP harvesting maps, along with his written response as to why we are not allowed to cut up into the Balsam Branch.

NEW BUSINESS

Commissioner Roles/Job Descriptions. Commissioner Tryggestad gave a brief presentation on roles and responsibilities for each commissioner position. He suggested that we put this on record and add it to our next COMOM (**C**apacity, **M**anagement, **O**perations & **M**aintenance) Report. Commissioner Erspamer moved to adopt Commissioner Tryggestad's job descriptions for the board. This was seconded by Commissioner Badman. Motion passed. Commissioner Tryggestad also moved that Commissioner Badman assume the role of board secretary. Seconded by Commissioner Erspamer and passed.

Hanson-Gregg Legal Agreements. In other New Business, Ryan Hanson reported that the legal agreements related to their shared connection have been completed and he will see to it that the Sanitary District gets copies for our property files.

Farewell. As this meeting is the final one for Commissioner Elbing, the board thanked him for his 20 years of service and wished him well in his new endeavors.

On a motion by Commissioner Tryggestad, seconded by Commissioner Badman and unanimously passed, the meeting was adjourned at 7:15 and went into Closed Session.

Our next Sanitary District meeting is scheduled for Monday, February 5th at 7:00 in the District office.

Respectfully Submitted,

Heidi Erspamer, Recording Secretary