

LAKE WAPOGASSET & BEAR TRAP SANITARY DISTRICT

MEETING MINUTES—November 14, 2016

The November 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; Paul Elbing, Commissioner-Secretary; Dennis Badman, Commissioner.

Employees present: Neil Pickard, Chad Ruff and Heidi Erspamer.

Guests: Shane Troff and Steve Schieffer

Minutes of the October meeting were approved as distributed.

TREASURER'S REPORT

Total Income for the month of September was \$2,665.29. Total expenses were \$21,924.90. Year-to-date net income is \$19,642.79.

OPERATIONS REPORT: Maintenance

Chad reported that the new panel is here for Lift Station #8. We are still waiting for Xcel to set up the power. Dave asked that we hold off on paying the \$21k to Total Control until the lift station upgrade is completed and we know it is functioning properly.

Chad spoke with Bruce from Tri-State and he will be getting a blower for us. We need to get this replaced pretty soon.

OPERATIONS REPORT: Office

Heidi presented a proposal and contract from Les Matteffy for engineering and consulting support as needed. The commissioners agreed to this proposal and Dave signed the contract as LWBT president.

OLD BUSINESS

Williamson's Plumbing Hook-up. Shane Troff, Royal Flush Plumbing, appeared before the board to explain the circumstances behind not having the proper permit for the Williamson's hook-up. He indicated that he tried to get in touch with the office in August, but was not able to reach anyone. He also admitted that he did not leave a message on our answering machine. Dave noted that because the office staff was in transition during that time, it was certainly plausible that no one was here when he stopped by. Dave made a motion that the District excuse his failure to obtain a permit this time, despite Mr. Troff being fully aware of our process and requirements. Mr. Troff provided pictures of the connection, which Chad will review.

NEW BUSINESS

CLP Harvesting. Steve Schieffer provided a summary of our 2016 CLP harvest along with recommendations for 2017 (a detailed handout was provided). In addition to the 26,000 lbs. of dry CLP we harvested in 2016, we also removed 36k of phosphorus. Our goal was to remove 80k from Wapogasset and 13k from Bear Trap, but we got a late start, had challenges working with our GPS and had an extremely busy summer of doing repairs and maintenance to our system. Steve believes, however, that we did well considering this was our first time around and there is a pretty steep learning curve. He also believes that removing 80k of phosphorus is a legitimate goal and one that we can work toward this coming summer.

Steve recommended that we purchase a GPS with a depth finder similar to his so we can share SD cards. He believes his cost around \$350 (It is a Helix or Hummingbird brand with either a 7 or 7 ½ inch screen). Heidi reminded the board that money was allocated in the 2017 budget for a depth finder. Dave moved that we authorize up to \$600 for this purchase. The motion was seconded by Paul and passed. Heidi will look into making this purchase in the spring as we get closer to harvest time. We will continue to use both pieces of equipment in 2017, as their features may complement each other.

Steve also talked about future data collection, recommending: density aerial coverage after treatment, turion analysis and weekly phosphorus sampling. He is going to give us a ballpark bid for this data collection, perhaps using his son, Sam, for some of the activities since Sam bills at a lower rate.

He closed by saying that 2017 could be a big year for CLP, as we don't have ice cover on the lakes so far. He also recommended that we develop a protocol for harvesting navigation corridors in the future.

The meeting was adjourned at 7:50.

Our next meeting Sanitary District Board meeting will be Tuesday, January 3rd at 7:00 in the District office. A closed session meeting will be held on Monday, November 28th at noon in the District office.

Respectfully Submitted,

Heidi Erspamer, Recording Secretary

LAKE WAPOGASSET AND BEAR TRAP LAKE SANITARY DISTRICT

CLOSED SESSION MEETING MINUTES ---NOVEMBER 28, 2016

A closed session of the board was called to order at noon on Monday, November, 28th in the District Office.

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

Employees present: Heidi Erspamer, Neil Pickard and Chad Ruff

Pay proposal: A discussion was held regarding changing the pay plan for maintenance staff. The commissioners unanimously agreed to adopt a per diem plan instead of paying staff a monthly salary for being on call, which has been our system for the last several years.

Staff will continue to work 2 weeks on and 2 weeks off and will be paid a daily rate for their "on call" time. The expectation continues that they will check-in to the plant twice daily (which may also involve checking lift stations) and will also help with other tasks around the District office, such as: cleaning up around the building and grounds, lawn mowing, collecting samples for our monthly DMR report and other support as needed. The rationale behind including these tasks (and others, as determined) is that the per diem rate will be sufficiently high enough that staff should put in time in addition to their twice daily check-ins (anticipated to be 30 minutes daily assuming no problems within the system). It should also be noted that the District understands that staff availability and accessibility is worth something, and has been factored into the new per diem rate.

The new pay rate is as follows:

Chad---- \$115/day
Neil ---- \$105/day
Ken ---- \$100/day

A second change to our maintenance staff pay plan is that "on call" staff will be paid an hourly rate for extra work above and beyond their two daily check-ins and help around the office, per above discussion. This includes extra maintenance calls as well as locates and well testing. A raise to \$30/hour was proposed by Mark, seconded and passed.

This revised pay plan and process will be reviewed in 6 months to see how well it is working.

Budget: The board moved into a discussion of the 2017 Sanitary District budget. In summary, 2017 is targeted as a routine maintenance and planning year, with no system upgrades scheduled. The board asked maintenance staff to do an assessment of our current system by lift station, grinder station and plant and note what is working well and what is most in need of repair. This is to be summarized in a 5 to 6-year plan and shared with the board at a future District meeting. Heidi has also started a separate maintenance & repair file for each of the lift stations.

The closed session meeting was adjourned at 1:00. Respectfully submitted by Heidi Erspamer.

