

# LAKE WAPOGASSET & BEAR TRAP LAKE SANITARY DISTRICT

## MEETING MINUTES, February 4, 2019

The February 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; Dennis Badman, Commissioner-Secretary; Mark Jacobson, Commissioner (via FaceTime)

Employees present: Heidi Erspamer, Neil Pickard and Chad Ruff

Minutes of the January meeting were approved as distributed on a motion by Commissioner Badman and a second by Commissioner Jacobson. Publication of the open meeting notice was acknowledged.

### **TREASURER'S REPORT**

Income for the month of January was \$148,877 and expenses totaled \$20,882. Our net income was \$135,189.

### **OPERATIONS REPORT: Office**

Statements were mailed today to approximately 100 customers who have still not paid their annual sewer fees; either in part or in full. Our fireworks fund has reached almost \$8,000. A meeting has been planned with Noah Insurance to go over asset valuations. Commissioner-Treasurer Tryggestad, as well as maintenance staff will attend this meeting. Heidi reported that she received the Developer's Agreement for the South Shore Court Extension today via e-mail. This document, along with conveyances and easements will be sent to our lawyer for review.

### **OPERATIONS REPORT: Maintenance**

We had an alarm go off on Lift Station #12 due to the large build-up of grease on our pumps. This is the lift station beyond the Bible Camp. The board asked Heidi to send a letter to the Bible Camp requesting that they have a plumber look at the camp's grease interceptor and assess if it is large enough based on camp usage. If not, an external grease trap might be necessary. Also, a regular cleaning and maintenance schedule needs to be put in place and reported to the Sanitary District (similar to the process followed by Waterside). The Sanitary District will request a copy of the plumber's report/recommendations.

### **OLD BUSINESS**

There was no old business to discuss.

### **NEW BUSINESS**

Legal Counsel. A motion was made by Commissioner Tryggestad and seconded by Commissioner Badman to accept the fee agreement contract from Attorney Timothy Scott to act as legal counsel for the Sanitary District. Motion passed.

Camp Assessments. It was noted that it has been several years since both the YMCA and bible camps have had their usage assessed and rates adjusted. There is an algorithm the District has used in the past to align fees with usage. Commissioner Tryggestad volunteered to research other benchmarks that are currently being used to establish rates and also check with the state for any guidelines they may be able to give us. Further discussion on this topic was tabled until our next meeting.

Property Owner Question. In a phone call to the District office, Dan Gillespie questioned the user fee he was charged for a building on his extra lot; currently not in use (an eventual tear down) but still connected to the sewer. The board responded that this is not a discretionary call. User fees will be charged until such time as the sewer is actually disconnected. A plumbing permit from the Sanitary District is required in order to disconnect from the sewer. Application for plumbing permits must be made by the Master Plumber on the project.

Commissioner Tryggestad moved to adjourn at 7:30. Seconded by Commissioner Jacobson and passed.

Our next Sanitary District meeting is scheduled for Monday, March 4<sup>th</sup> at 7:00 in the District office.

Respectfully Submitted,

Heidi Erspamer, Recording Secretary