

Sanitary District #1 – Town of Lake Holcombe
Board Meeting Minutes
October 21st, 2026

Present: Brian Guthman, Jeff Anders, David Staudacher

Others Present: Jennifer Wright, Brenda Cigan

1. Call to Order

Meeting called to order by Anders at 6:30 p.m.

2. Approval of Minutes

Motion by Guthman seconded by Staudacher; to approve the minutes from the **September 16th, 2026**, Board meeting as presented. Motion carried.

3. Treasurer's Report

Motion by Staudacher; seconded by Guthman to approve the Treasurer's report with one correction of ending balance. Motion carried.

4. Operator's Report (Provided by Jeff) Systems working good, Jamie installed Magmeter effluent.

5. Public Comment - None

DISCUSSION AND POSSIBLE MOTION

1. Review Employee Handbook

Discuss proposed revisions and possible action. – Tabled to 11.18.2026

2. Propose Moving Sanitary Meetings to Start at 5:30 p.m. or 6:00 p.m.

Discuss and possible action.

Motion by Guthman; seconded by Staudacher to move the Sanitary meeting to 5:30pm starting 11.18.2026. Motion carried.

3. 2027 Sanitary Letter

Discuss letter content and possible action regarding final wording.

Motion by Staudacher; seconded by Guthman to approve final letter for 2027 as presented. Motion carried.

4. Drop Box at Sanitary Office for Payments

Discuss installation and use of a payment drop box for both Town and Sanitary payments.

Motion by Guthman; seconded by Staudacher to install drop box at the Sanitary office. Brian will speak to Ben on placement. Motion carried.

APPROVE BILLS

Review monthly bills and consider approval.

Motion by Staudacher seconded by Guthman to approve the bills as presented. Motion carried.

ADJOURN

Motion by Guthman seconded by Staudacher to adjourn the meeting at 6:53 p.m. Motion carried.