

Meeting date: May 1, 2018
Larsen Winchester Sanitary District Monthly Meeting

May 1, 2018 meeting notes – approved 6/5/18

The Commissioners of the Larsen Winchester Sanitary District met on May 1, 2018 at 4:00PM at the Winchester Town Hall. Present were President Mike Pfankuch, Scott Mathison, Rob Nelson, Cori Thomas, Mary Jo Miller (Martenson & Eisele), Holly Stevens, Tori Straw, Matt Olson, Dave Pavlek, Larry Kriescher, and Jim Emmons.

President Pfankuch called the meeting to order. The minutes of the April 3, 2018 were provided to the Commissioners to review before the meeting. No changes were necessary to the draft form. A motion was made by Rob Nelson and seconded by Scott Mathison to accept the minutes.

Agenda line item #3 – Holly Stevens reported that we had four new no reads (batteries failed). Two of these have already been replaced. The last two have had letters sent out on 4/9/18 and work orders generated. No zero reads – (transmitting but nothing ran through it.) One on the continuous leak report and the resident has already been contacted so they will be paying more for their bills until they get things fixed on their end. Motion made by President Pfankuch and seconded by Rob Nelson to send certified letters to Tom Hybke and Aaron Weinke to explain the situation and request that we get in to update their meters (the meters are not transmitting). Our MRX system is working and Holly is currently using the Town of Clayton's laptop for the readings. We might want to look into purchasing a tablet for the LWSD to use. Holly will use that setup for now but will let us know what might work out best for purchasing.

Agenda line item #4 – Mary Jo Miller presented the five year plan plans for the TV'ing routes. Motion made by President Pfankuch and seconded by Rob Nelson to accept the five year plan that was proposed. Motion carried unanimously.

Agenda line item #5 – Mary Jo Miller presented the water softener phone conversion log that she had from discussing with Diamond Water Inc. regarding our inventory of water softeners. His response was that he would conduct the inventory again but this time it would be at \$89/service call. They provided the service free of charge last time but did not generate the work that they were hoping for. Some other possible ideas to save us the visits were to include an inventory sheet in the next billing or add a postcard to fill out and give a voucher for \$ off your next bill. Martenson & Eisele will send out a request for proposal (RFP) to other providers to see if anyone else will be willing to conduct an inventory free of charge. It was requested that Wunderlich Plumbing be added to the RFP list. Mary Jo will have them submitted by 5/25 so we have the information for our 6/5 meeting.

The CMAR report for 2017 is due 6/30/18. Motion made by Scott Mathison and seconded by Rob Nelson for Mary Jo to go forward and start working on this. Cori and Jim will provide the necessary information to Mary Jo for her to complete the report for approving at our June meeting. Motion carried unanimously.

Agenda line item #6 – The settlement payments that were collected for the LWSD by Winchester (delinquent taxes that were put on the real estate tax bill) are collected three times/year and need to be forwarded to the LWSD. The money have been collected by Winchester. This goes back for 2016 (collected in 2017) and currently for 2017 (collected in 2018). Larry Kriescher is working with Sue to get this taken care of and sent to

us as soon as possible. The committee requested that Sue work with Holly/Tori to confirm what Town of Clayton creates for tying the payments out so that the Town of Winchester can also create this schedule and be able to tie out the delinquent payments to these schedules. Cori will work with both townships to set up receivable accounts at the end of the year so that everyone ties out when the payments are received throughout the year. It was discussed that it is a learning curve for all involved and it will be better going forward now that this has happened.

Agenda line item #7 – Cori mentioned that we haven't received the land rent for 2017 (was due in November). Motion made by Scott Mathison and seconded by Rob Nelson for Cori to contact Jack Borchert for past due rent and see if he is still interested in renting it for 2018. The price will be the same for 2017/2018 (\$500/year) but he should contact us for our approval before he plants in 2019 as the committee will plan to discuss if the price will go up in July/August.

President Pfankuch's report, agenda line item #8 – The class he attended was a great informational class (lots of good information to use for LWSD). Chimney seals were fixed and there are a few manholes to fix (they are too high). He'll contact Immel's to come in and see if they can make some changes to the area around the manhole. He referenced the map M&E brought for the TV'ing for the manhole #'s.

Jim Emmon's report, agenda line item #5 – Jim had an invoice from Crane Engineering bill for \$276. Spring drawdown will be done at the end of the month. Jim will do the DMR flows on Friday and send it to Mary Jo.

Motion was made by Rob Nelson and seconded by Scott Mathison to pay the bills as presented. Motion carried unanimously.

Billed paid in May:

1. Cori Thomas – Salary	\$700.00
2. Jim Emmons – Salary	\$1,662.30
3. Town of Clayton – Billing	\$666.67
4. Century Link – phone bills	\$225.00
5. WPS – electricity	\$625.05
6. Badger Labs – testing & inspection	\$405.00
7. Digger's Hotline – tickets	\$15.92
8. Martenson & Eisele – special projects	\$542.50
9. Martenson & Eisele – engineering fees	\$402.50
10. US Postmaster – certified letters	\$20.10
11. Crane Engineering – mtn	\$276.00

Total: \$5,541.04

Our next meeting date/time will be scheduled for Tuesday, July 3rd (not sure for holiday) or July 10th, 2018 @4pm. A motion was made by Rob Nelson and seconded by Scott Mathison to adjourn the meeting. Motion carried unanimously. Meeting ended @5:33pm.

Respectfully submitted.

Cori Thomas – Secretary/Treasurer
Larsen Winchester Sanitary District