

Meeting date: August 6, 2019
Larsen Winchester Sanitary District Special Meeting

June 20, 2019 special meeting notes – Approved

The Commissioners of the Larsen Winchester Sanitary District met on June 20, 2019 at 4:00PM at the Winchester Town Hall. Present were President Mike Pfankuch, Scott Mathison, Rob Nelson, Cori Thomas, and Town Chairperson Matt Olson.

President Pfankuch called the meeting to order.

President Pfankuch received a 1-year contract from the Town of Clayton. The discussion to accept this option is to give the LWSD a chance to shadow the Town of Clayton for a few quarter's readings and make the change between the two entities.

Matt Olson was also at the meeting as a representative of the Town of Winchester and had provided a letter to President Pfankuch respectfully requesting that the LWSD continue operations as they currently stand with the Town of Clayton staff performing the billing services for the next 12 months. Some of the talk during the meeting referenced the currently border negotiations and to not make a change/disrupt things at this time. There was not much other information provided as the discussion information is being held in closed sessions but Matt will be able to fill the commissioners in with more in-depth information within a few months.

Cori provided the commissioners with a quote from Banyon for billing software via email after our June meeting. The software is designed for smaller districts and is a very reasonable price for purchasing. The rep for Banyon stated that they could take care of the whole conversion process from the Town of Clayton to the new LWSD software.

A motion was made by President Pfankuch and seconded by Rob Nelson to accept the 1-year contract from the Town of Clayton. This contract will run from April 1, 2019 until March 31, 2020.

Further discussion after the motion then led to what to do during the year to make the transition easier when the contract is done. Scott mentioned that it would be helpful to observe as many billing cycles as we can to gain the background of what is done by the Town of Clayton. Cori will contact Holly to set up a plan for cross-training/etc.

President Pfankuch offered his condolences to Rob Nelson on the loss of his mother, Betty Nelson. She was a key contributor and long-time employee of the LWSD and will be missed by us all.

A motion was made by President Pfankuch and seconded by Rob Nelson to adjourn the meeting. Motion carried unanimously. Meeting ended @4:26pm.

Our next meeting date/time will be Tuesday, 8/6 at 4pm.

Respectfully submitted.

Cori Thomas – Secretary/Treasurer
Larsen Winchester Sanitary District