

Meeting date: November 6, 2018
Larsen Winchester Sanitary District Monthly Meeting

October 2, 2018 meeting notes – Approved 11/6//18

The Commissioners of the Larsen Winchester Sanitary District met on October 2, 2018 at 4:00PM at the Winchester Town Hall. Present were President Mike Pfankuch, Scott Mathison, Rob Nelson, Holly Stevens (Town of Clayton), Mary Jo Miller (Martenson & Eisele), and Jim Emmons. Absent – Cori Thomas

President Pfankuch called the meeting to order. The minutes of the September 11, 2018 meeting 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.

Holly Steven's report – There are two outstanding addresses with no reads from second quarter that need to be addressed. We had previously sent them two notices (with no responses as of today). A motion was made by Rob Nelson and seconded by President Pfankuch to have Holly draft a few letters for the LWSD. One letter will be listing a final date and then detailing the next steps the LWSD will take (lawyer/fees to access/etc.) if no compliance. Holly will send the letters to the owners and also copy the renters for the one residence.

The third quarter reading had 15 no reads (13 are new). The batteries in the meters have a 20-year warranty but are only lasting 10-12 years. We will continue to see the failures occur and the meters will need to be replaced. We had 8 meters with zero reads/zero consumption (transmitting but usage is 0). Holly will also customize a letter to one residence that consistently is coming up a zero read. They are snow birds so there will be times that a zero read is acceptable but there may also be an issue with their meter. There were also three continuous leaks on the report and those letters have been sent out (10/1). Holly added the snow bird informational material on the back of the third quarter billings per our request. Mary Jo requested we add a reminder about the water softener tune up in the fourth quarter mailing.

The last report provided was a delinquency report as of September 28, 2018. We currently have \$7,977.62 outstanding. If these accounts are not paid by November 15, 2018 then they will be added to the resident's 2018 real estate tax bill. This amount is pretty consistent compared with previous years.

Mary Jo's report – Mary Jo handed out the Lagoon Sludge Report for the LWSD based on the sludge analysis by Badger Labs done in August 2018. Badger Labs measured less than Martenson & Eisele's report. The average sludge levels observed in Ponds 1 and 2 in 2018 were 0.34 feet and 0.36 feet respectively, compared to average levels of 0.8 feet and 0.5 feet measured in 2016. The lagoon system design capacity includes two feet of sludge storage in each of the ponds. It appears that removal of sludge is not needed at this time. During the second week of discharge of effluent from the plant in May of 2018, lab results showed a large increase in effluent total suspended solids, and pH levels averaging 9.2. Mary Jo expected that the high pH levels may be an indication that sludge was discharged with the effluent. The pH levels measured by Badger Labs in sludge samples collected this August average 7.0.

The CMAR (Compliance Maintenance Annual Report) was submitted in June 2018 and the DNR responded with their grades September 18th. We have a great grade point average of 3.41 with all A's except for the Effluent Quality from the Nov 2017 lab test. We are hopeful that this was a one time score and took actions to fix this with the duckweed treatment plan discussed last month.

Mary Jo will work on a draft for the Ordinance revision (item discussed with Bob Sorenson) and send it to the commissioners via email. It can then be approved at the November meeting.

Jim Emmon's report – We previously talked about Immel's doing some work by the ponds. They would work on the valve to see if they can get things freed up regarding the installation of an 8-inch tapping tee and valve upstream of Control Structure 2 between Ponds 1 and 2. Jim received their bid of \$13,330 for this work. The commissioners discussed other options that could be pursued. Motion made by Scott Mathison and seconded by President Pfankuch to accept Immel's quote to fix the control structure between Ponds 1 and 2. Jim will let them know. Jim received a bill from Wunderlich Plumbing for \$252.00 (repairs/mtn).

President Pfankuch's report –President Pfankuch talked with Troy Immel regarding the two manhole locations that were previously discussed as issues for plowing. They will fix the manholes by taking a ring out and this should drop them down enough to help level them with the road.

The last issue discussed was regarding the land by the ponds and if others should be allowed to hunt on it. The commissioners feel strongly that this should not be allowed as it could create a liability for the LWSD. The suggestion was to add the wording to contracts so that it is specifically stated. Cori will revise this and update contracts going forward.

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

Billed paid in October:

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	\$600.00
6. Badger Labs – testing & inspection	\$1,276.50
7. Martenson & Eisele – engineering fees	\$1,406.25
8. CNA Surety – bond	\$100.00
9. US Postal Services – PO Box renewal	\$54.00
10. EMC Insurance – insurance	\$5,298.00
11. Wunderlich Plumbing – repairs/mtn	\$252.00

Total: \$12,240.72

A motion was made by Scott Mathison and seconded by Rob Nelson to adjourn the meeting. Motion carried unanimously. Meeting ended @5:07pm.

Our next meeting date/time will be Tuesday, 12/4 at 4pm.

Respectfully submitted.

Cori Thomas – Secretary/Treasurer
Larsen Winchester Sanitary District