

**Meeting date: January 8, 2019**  
**Larsen Winchester Sanitary District Monthly Meeting**

December 4, 2018 meeting notes – approved 1/8/19.

The Commissioners of the Larsen Winchester Sanitary District met on December 4, 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), and Jim Emmons.

President Pfankuch called the meeting to order. The minutes of the November 6, 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 President Pfankuch to accept the minutes.

Mary Jo's report – Mary Jo provided the commissioners with Great Lake's televising results. They should have all repairs done by the end of this week. She also talked to Jeff's Water Conditioning and they have made some progress. They are expecting to have twenty more done by this Friday and are hoping to have twenty done each week going forward.

We talked about the ordinances to be posted and voted on in January/February. Cori will follow up with Bob Sorenson to ask for his help for the correct order for posting so we can vote on this in February. The commissioners confirmed that the Town of Winchester and the Town of Clayton's websites should both be used as our official online posting sites. They also felt that the Winneconne News is more readily viewed in our area and stated that it will be the publication for any paper postings that we need to do.

Mary Jo provided the commissioners with some standards that she has worked on for other sanitary districts. It will be a good reference point for us to have as we go forward with working on our standards. The commissioners will review these and mark up what they want to include/etc. for our next meeting. The last item discussed was the Badger Labs paperwork. Mary Jo discussed that most of the items look good, only area talked about in more detail was the pH levels being up.

Jim Emmon's report – Jim's drawdown for 11/11-11/20 was 9,660,000 gallons. They installed the plug 11/13 in Pond 1. A new valve was installed on 11/27. The stone was delivered 11/29 and they'll roll it out in the spring. Jim had bills from Total Energy of \$3,154.95. Jim also has a 1099 bill for his services (June-November 2018 of \$4,500). Immel's had two bills totaling \$25,178 (maintenance time spent regarding the manhole/plug and the stone).

Cori's report – Diggers Hotline offered us an option to pay twice a year (instead of monthly). This option is used by over half of their clients. Rob Nelson made a motion and President Pfankuch seconded the motion to go ahead with this option. Motion carried unanimously.

The last issue discussed was renting the land out by the ponds. Cori provided a rough draft to the commissioners of a land contract to use for 2019. The commissioners make some adjustments to the contract and asked that Cori forward it to Bob Sorenson to review.

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

Billed paid in December:

1. Cori Thomas – salary	\$700.00
2. Jim Emmons – salary/meetings	\$1,800.82
3. Mike Pfankuch – salary/meetings	\$692.62
4. Rob Nelson – salary/meetings	\$600.28
5. Scott Mathison – salary/meetings	\$600.27
6. NEW Title Services Inc – refund	\$55.19
7. Wunderlich Plumbing – mtn	\$480.00
8. Town of Clayton – billing	\$666.63
9. Cori Thomas – reimburse for supplies	\$167.33
10. Menn Law – lawyer	\$67.50
11. Century Link – phone bills	\$100.00
12. WPS – electricity	\$656.53
13. Badger Labs – testing & inspection	\$405.00
14. Martenson & Eisele – engineering fees	\$1,378.75
15. Diggers Hotline – tickets	\$25.30
16. Badger Labs – testing & inspection	\$219.00
17. Treeo’s – lawn mtn	\$245.00
18. Immel’s – repairs/mtn	\$25,178.00
19. James Emmons – 1099 bill for extra services	\$4,500.00
20. Total Energy – repairs/mtn	\$3,154.95
21. Crane Engineering – mtn	\$5,634.69
22. Diggers Hotline – tickets	\$11.94
23. Badger Labs – testing & inspection	\$941.00
24. US Treasury – 941 payroll taxes	\$1,754.06

Total: \$50,034.86
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A motion was made by Rob Nelson and seconded by Scott Mathison to adjourn the meeting. Motion carried unanimously. Meeting ended @4:48pm.

Our next meeting date/time will be Tuesday, 2/5 at 4pm.

Respectfully submitted.

Cori Thomas – Secretary/Treasurer  
Larsen Winchester Sanitary District