

February 7, 2017 – Approved

Larsen Winchester Sanitary District Monthly Meeting

The Commissioners of the Larsen Winchester Sanitary District met on January 3, 2017 at 4:00PM at the Winchester Town Hall. Present were Mike Pfankuch, Rob Nelson, Scott Mathison, Jim Emmons, Cori Thomas, Tori Straw and Mike Siewert.

President Pfankuch called the meeting to order. The minutes of the December 6, 2016 meeting were provided to the Commissioners to review before the meeting. A few corrections were made and then a motion was made by Rob Nelson and seconded by Scott Mathison to accept the minutes.

Tori Straw's report:

She provided a quick draft of the meter readings taken on 12/29/16. There were 42 no reads and five 0 reads. They will go back to these addresses and confirm the readings/etc. to get a better list to us regarding which meters would be good candidates for replacing. Tori will contact Jim Emmons if she needs any additional information. The committee will wait to see what the report shows to determine where the new meters will be installed first. Tori also had a very high reading that she will research and be back in touch regarding what the problem turned out to be for that meter reading. President Pfankuch will contact Doug at Ferguson regarding the reading issues with this meter.

Mike Siewert's report:

Mike provided the group with a history of why the LWSD decided that meters were necessary and the background of the installation process. Meters that have clogged/had problems are being taken out and returned. As the new meters are installed the old ones will continue to be returned (they are under warranty). There has been some research done for our district and the new meters were designed for our area.

Jim Emmon's report:

Mary Jo from Martenson & Eisele provided the results of the sludge depths recorded in December 2016. The primary pond had nine depths recorded and an average depth of 0.8 feet, calculated loss of detention volume due to sludge in Primary Pond = 15%. The secondary pond had six depths recorded and an average depth of 0.5 feet, calculated loss of detention volume due to detention volume due to sludge in polishing pond (secondary pond) = 7.8%. The DNR is concerned with numbers over 25%. Influent results were 18,952,050 gallons with an average of 52,066/day and the effluent results were 17,760,000 gallons with an average of 48,791/day. In the Spring we will TV the main lines to look for clear water inflow/cracks/leaks. It is required that 20% is done each year.

Mike Pfankuch's report:

Dave McNamee retired with five years left on his term (Rob Nelson took his place). Rob will also become the new check signer at the bank. Mike Kinney's term was up and he is being replaced by Scott Mathison (new commissioner, 6 year term). Mike Siewert will get some maps to Rob, Scott and Cori. President Pfankuch/Cori Thomas will get a copy of the ordinances to Rob/Scott. Anyone can call President Pfankuch with any questions they run into with reviewing the additional documents/new information.

There was a deposit that was missed in the 3rd quarter which affected some customer's balances being listed as outstanding and added to their property tax bill. A letter detailing the mistake and how it will be fixed was sent out to each of the customers affected. One customer's account will be fixed via a refund check being issued because of the house sale (a credit cannot be given in this circumstance as it would be given to the new owners).

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

1.	Jim Emmons – Salary	\$ 1,662.30
2.	Cori Thomas – Salary	700.00
3.	Town of Clayton – Billing	666.67
4.	Town of Clayton – taxes	2,331.08
5.	EMC – Audit Premium Ins	224.00
6.	Ferguson Waterworks – 5 meters	2,000.00
7.	US Post Office	47.00
8.	US Treasury – payroll taxes	1,759.50
9.	Martenson & Eisele – Engineers	1,554.50
10.	Digger’s Hotline – Tickets	9.38
11.	Badger Lab’s – Testing	391.00
12.	Century Link – 3 Phones	193.53
13.	W.P.S. – Gas & electric	669.41
14.	Brenda Christianson – refund 3 rd qtr pd twice	112.30

Total: \$12,320.67

The next meeting will be on Tuesday, February 7, 2017 at 6:00PM (time change) at the Winchester Town Hall. A motion was made by Scott Mathison and seconded by Mike Pfankuch to adjourn. Motion carried unanimously.

Respectfully submitted:
Cori Thomas – Secretary/Treasurer
Larsen Winchester Sanitary District