

April 4, 2017 – Approved

Larsen Winchester Sanitary District Monthly Meeting

The Commissioners of the Larsen Winchester Sanitary District met on March 7, 2017 at 4:00PM at the Winchester Town Hall. Present were President Mike Pfankuch, Rob Nelson, Scott Mathison, Jim Emmons, Cori Thomas, Holly Stevens, and Mike Siewert.

President Pfankuch called the meeting to order. The minutes of the February 7, 2017 meeting were provided to the Commissioners to review before the meeting. No changes were necessary. A motion was made by Scott Mathison and seconded by President Pfankuch to accept the minutes.

Holly Stevens had a proposal to streamline the process of recording the deposits in a different order so that some duplicating could be eliminated. The current process has a spreadsheet created by the treasurer with a lot of information being entered as a necessity so that Holly can process the deposits within their software. This information is then processed and reported back to the treasurer in a report created from the software after the payments have been processed by Holly (duplicated process). The new procedure would allow the treasurer to continue to collect the payments from the post office and will provide them directly to Holly for processing. Holly will process directly from the checks, create their report and provide this with the checks back to the treasurer who will verify the totals and create the deposit for the bank. This will speed up the administration process and will allow a great internal control for the Sanitary District. A motion was made by Rob Nelson and seconded by Scott Mathison to accept the new process. Motion carried unanimously. Another discussion point was brought up regarding credit cards. We currently are not accepting credit cards and this will continue to be the process (municipalities incur unnecessary fees so it isn't an option at this point).

Holly also is proposing some additional forms that she'd like the committee to review. The first one was a Request for Final Billing/Discontinuation of Sewer Service. This final billing request is for individuals who request a final reading when they sell their house. This form was reviewed at this time and may be voted on at a later date if it will be a required document. The second letter was a Welcome to the Neighborhood letter. This letter would be sent out along with a dirty dozen sheet (graphic/display of items not to be flushed) as part of a welcome packet so that when new property owners move in we can provide them with some helpful information and contact numbers/etc. A motion was made by President Pfankuch and seconded by Rob Nelson to accept the Welcome to the Neighborhood letter. Motion carried unanimously. There was a change to the original motion to update the day/time (was stated as 4pm on the first Tuesday and the wording should be changed to check the website for the current month's day/time). There was an amended motion to accept the updated information by President Pfankuch and seconded by Rob Nelson. Motion carried unanimously. Holly will update the current bills to have different material added each quarter (things like the dirty dozen, update contact information, fun facts, etc.) as the committee provides this information to her. These topics will be decided on at our meetings and then updated for the next quarter's mailing provided it is given to Holly in time. Holly will also add a reminder to the next quarter billings that the PO Box should be used for all payments.

President Pfankuch's report:

The discussion was brought up to forego the outstanding sewage usage charges for 5024 County Road II in Winchester. The new owner had a meter installed and will be billed for the new meter. Holly will forward through the new owner's contact information and Cori will take care of billing for the new meter and inform him of foregoing the outstanding sewage usage charges. The original meter was frozen so he needed to have the meter replaced. Jim Emmon's has spoken with the owner and he is aware of the billing for the new meter due to the

problems with the foreclosed house. President Pfankuch made a motion for the new owner to pay the charges for the new meter, seconded by Rob Nelson. Motion carried unanimously.

Mike Siewert's report:

Mike provided the committee with updated sewer ordinance information regarding 4.05 of Section 4.00 of Ordinance No. 4, being a restatement of Ordinance No. 2, that shall be revised to read as follows:

B1. For all new construction, and for all softener replacements, all softeners installed shall be Demand Based Softeners. No Time Based Softeners are allowed. Mike will check with Bob Sorenson regarding the wording and if anything else is necessary. In July 2017 LWSD will get their permit and will have time to make the changes to the ordinances after the permit is obtained (12/31/17). Mike also provided updated information from the DNR meeting. Page 8 of the document discusses the Chloride Target Value amounts and the LWSD needs to provide the progress reports regarding this. Page 9-10 of the document discusses the Phosphorus reports and the due dates for the progress reports regarding this.

Jim Emmon's report:

Jim updated the committee on the ponds. Pond 1 has 1/2 inch of ice and Pond 2 has 3/4 inch of ice. The manholes on Moeser Lane need to have the stakes up so the plow trucks won't hit them. The pump in White Pines has been fixed and all the dialers have updated numbers. Jim talked through the list and the guidelines for what to do when you get a call. Bills were submitted for Crane Engineering, Wunderlich Plumbing, Badger Labs, and Diggers Hotline.

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

1.	Jim Emmons – Salary/4 meetings	\$ 1,847.00
2.	Cori Thomas – Salary	700.00
3.	Mike Pfankuch – Salary/6 meetings	438.66
4.	Robert Nelson – Salary/4 meetings	346.31
5.	Scott Mathison – Salary/4 meetings	346.31
6.	Town of Clayton – Billing	666.67
7.	U S Post Office	49.00
8.	Century Link – 3 Phones	193.53
9.	W.P.S. – Gas & electric	642.95
10.	Martenson & Eisele – Engineers	3,285.00
11.	Badger Lab's - Testing	796.00
12.	Digger's Hotline - Tickets	3.98
13.	U S Treasury – 1 st Qtr 941	1,635.48
14.	Crane Engineering	1,313.56
15.	Wunderlich Plumbing	1,036.56

Total:	\$13,301.01
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The next meeting will be on Tuesday, April 4th, 2017 at 4:00PM at Cori's office – Mel Mathison CPA LLC (5326 County Road II) as the Winchester Town Hall is busy that day (voting). A motion was made by Scott Mathison and seconded by President Pfankuch to adjourn. Motion carried unanimously.

Respectfully submitted:

Cori Thomas – Secretary/Treasurer
Larsen Winchester Sanitary District