

Meeting date: February 5, 2019
Larsen Winchester Sanitary District Monthly Meeting

Approved January 8, 2019 meeting notes

The Commissioners of the Larsen Winchester Sanitary District met on January 8, 2019 at 4:00PM at the Winchester Town Hall. Present were President Mike Pfankuch, Scott Mathison, Rob Nelson, Cori Thomas, Mary Jo Miller (Martenson & Eisele), Holly Stevens, and Jim Emmons.

President Pfankuch called the meeting to order. The minutes of the December 4, 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 had an update from Jeff's Water Conditioning and they have made some progress. We will continue to check in with him going forward but are okay with his schedule for the time being. We also talked about adding in something for the next billing (or possibly a postcard?) to again confirm to the residents the necessary DNR requirements for the water softener checks. We can talk about this again at our February/March meeting.

Mary Jo provided the 6 Summary of Reports due report to the commissioners. The Chloride Target Value – Annual Chloride Progress Report #2 is due 3/31/19. Motion made by President Pfankuch and seconded by Rob Nelson for Mary Jo to complete this. She completed the two reports that had to do with sludge (due 1/31/19, commissioners confirmed that Mary Jo should submit them online).

Holly's report – Holly provided the commissioners with her findings from the fourth quarter readings. All delinquent bills were placed on the real estate tax bills for 2018. Fourth quarter readings resulted in 31 No reads (28 of these are new). The meters had a 10% failing for reading this quarter so we need to take a look at these reports and have meters replaced (the meters are 10 years old, which is most likely leading to them having failed batteries/etc.) Jim Emmons will contact Doug Wunderlich to see how many meters we have in stock and will touch base with President Pfankuch/Holly Stevens so that they can start working on a letter for getting the new ones installed. Rob made a motion to authorize Holly to contact Doug Griese to purchase 50 more to anticipate needing a bigger supply for the coming months (seconded by President Pfankuch). The majority of these should be covered under warranty but we should have the new ones in stock for replacing the units. There was also four meters with 35+ days of zero usage (three were new). Four meters turned up on the continuous leak report. Holly will send out letters for these residents.

A meter head was missing in our third quarter reading (and it also came up with no meter reading in our fourth quarter reading). We will submit a letter to the owner of the property (tenants are at 8319 Cty Rd T) to charge them for the tampering of the meter, the missing meter head, and reimbursement for the plumber's time. President Pfankuch will contact Doug Griese to determine how much the meter will be. President Pfankuch will also contact Doug Wunderlich to see how much his bill would be regarding this. Cori will work on the letter and have it reviewed by Bob Sorenson/send to the commissioners to okay before we send it out.

Jim Emmon's report – Jim didn't have any other bills to pay this month. He mentioned getting the five year plan on schedule so Mary Jo will contact Great Lakes and get things planned. She'll bring the quote for our next meeting. Jim provided the group with an Adjustable Manhole riser's article. He will ask Immel's about it.

Cori's report – The commissioners reviewed the Ag. Land Rental Agreement created and reviewed by Bob Sorenson. Motion made by President Pfankuch and seconded by Rob Nelson to adopt this as our land agreement. Cori sent out/handed out 1099's and W2's (due 1/31/19).

We talked about the ordinances to be posted. Cori will follow up with Bob Sorenson to ask for his help for the correct order for posting. 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. The commissioners agreed that posting online and keeping hard copies of the ordinances at both locations would be more practical and readily available and decided to not have a publication listed for posting (previously stated to post in the Winneconne News). Motion made by President Pfankuch and seconded by Rob Nelson. Motion carried unanimously.

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

Billed paid in January:

1. Cori Thomas – salary	\$700.00
2. Jim Emmons – salary/meetings	\$1,662.30
3. Town of Clayton – billing	\$666.67
4. Century Link – phone bills	\$225.00
5. WPS – electricity	\$674.67
6. Badger Labs – testing & inspection	\$405.00
7. Martenson & Eisele – engineering fees	\$1,327.25
8. Town of Clayton – 3 parcels (drainage/etc.)	\$2,117.56

Total: \$7,778.45

A motion was made by Rob Nelson and seconded by President Pfankuch to adjourn the meeting. Motion carried unanimously. Meeting ended @4:52pm.

Our next meeting date/time will be Tuesday, 3/5 at 4pm.

Respectfully submitted.

Cori Thomas – Secretary/Treasurer
Larsen Winchester Sanitary District