

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

Approved February 5, 2019 meeting notes

The Commissioners of the Larsen Winchester Sanitary District met on February 5, 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), and Jim Emmons.

President Pfankuch called the meeting to order. The minutes of the January 8, 2019 meeting were provided to the Commissioners to review before the meeting. No changes were necessary to the draft form. A motion was made by Scott Mathison and seconded by President Pfankuch to accept the minutes.

Ordinance review – The committee reviewed the existing ordinances that we have in effect to do the requested ordinance recodification via Bob Sorenson's email. A motion was made by Rob Nelson and seconded by President Pfankuch to eliminate Ordinance 1. We will keep the duties of the secretary/treasurer in effect. Ordinance 2 and Ordinance 4 are the same so we will eliminate one of them. A motion was made by Rob Nelson and seconded by President Pfankuch to eliminate Ordinance 2 (copy of Ordinance 4). A motion was made by Rob Nelson and seconded by President Pfankuch to eliminate Ordinance 3. Ordinance 4 also has an amended Ordinance No. 4 so that should remain. The committee requested that Bob add in the fee schedule (Resolution 2018-02) that Mary Jo created. The committee reviewed Ordinances 5, 6, 7, Resolution 14-01, Resolution 2012-02, and Resolution 2017-02 and confirmed with Bob Sorenson's recommendation to reaffirm them. The committee requested that Cori forward the following information to Bob and ask him to clean up the ordinances for a final review.

Mary Jo's report – Motion made by Rob Nelson and seconded by President Pfankuch to pay the invoice Mary Jo had from Great Lakes for \$3,714.68. This was for all of the repairs we requested them to do. Great Lakes also provided Mary Jo with the work that they'll do for 2019 and quotes for the next four years. The committee is happy with all of the quoted prices. Motion made by Scott Mathison and seconded by President Pfankuch to go with the Great Lake's quotes provided. Mary Jo will contact Great Lakes and let them know.

Mary Jo completed the Chloride Target Value-Annual Progress Report and gave copies of it to the commissioners to review. It is not due until March 31, 2019 so we will address it again at our next meeting to confirm if any changes need to be made. 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.

Jim Emmon's report – The flows were down the last two weeks of January. Crane Engineering is going to look at the control panels because they are not working properly. The cold weather is tough on them and some are the original heaters so they may need to be replaced. Jim requested that they look at all of the five lift stations. Jim had a bill from Wunderlich Plumbing for \$708.20 to be paid. Doug is working on the meters and they have about twenty meters left to do. The invoice from Wunderlich Plumbing included the meter replacement labor/expenses at 4520 Grandview Road. An invoice will need to be sent out to the resident to reimburse for the expenses, the penalty of \$200 and the meter charge of \$500. Cori will send the invoice to Bob Sorenson to review before it is sent out.

(Side note) – President Pfankuch called Cori after the meeting and asked her to wait on sending the invoice because he requested that Holly provide the group with a report of when the meter stopped reading so we can assess if a penalty is warranted for this situation. He will have that for our next meeting and then we will discuss what the invoice should be. Jim and President Pfankuch also stated that they will contact Doug Wunderlich to get the bill for the rental house expenses so we can get that invoice sent out for reimbursement (information discussed in our January meeting).

Cori’s report – nothing to report.

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

Billed paid in February:

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	\$749.56
6. Badger Labs – testing & inspection	\$405.00
7. Digger’s Hotline – tickets	\$5.97
8. Martenson & Eisele – engineering fees	\$625.00
9. Wunderlich Plumbing – repairs/mtn	\$708.20
10. Great Lakes – repairs/mtn	\$3,714.68

Total: \$9,462.38

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

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

Respectfully submitted.

Cori Thomas – Secretary/Treasurer
Larsen Winchester Sanitary District