

Meeting date: April 7, 2020
Larsen Winchester Sanitary District Monthly Meeting

Approved March 3, 2020 meeting notes

The Commissioners of the Larsen Winchester Sanitary District met on March 3, 2020 at 4:00PM at the Winchester Town Hall. Present were President Mike Pfankuch, Scott Mathison, Rob Nelson, Cori Thomas and Mary Jo Miller (Martenson & Eisele). Jim Emmons was excused.

President Pfankuch called the meeting to order. The minutes of the February 4, 2020 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 an inventory report from Jeff's Water Conditioning (PDF copy sent via email as it was over 100+ pages long). She updated the Chloride Progress Report with his summary information regarding how many customers had participated, how many customers had water softeners that are less than 10 years old, and how many own water softeners that regenerate on demand. The commissioners approved the information she included in the report. She will submit it for the March deadline.

Mary Jo received some correspondence from her DNR contact (Mark Stanke) regarding the hookup with Clayton Sanitary District #1. She also had another email from Mark that there was a lot of reorganizing going on and that Todd Verboomen will be the point of contact (interim) going forward.

Jim Emmon's report (via President Pfankuch) – Jim received a bill from Total Energies for \$874.25. They replaced a block heater in the lift station and repaired a dialer issue at the telephone company. He also had a bill from Black Haak Heating \$2,133 for electrical work done on the pole (Ann Street).

President Pfankuch's report – President Pfankuch and Cori received via email an engagement letter regarding the audit talked about last month. The estimated rate was listed as approximately \$7,850. The commissioners discussed the difference in the estimate previously stated (\$5/6000). President Pfankuch will reach out to another district to see who they used for an audit to do our due diligence for another quote.

Holly provided the group with an updated meter head replacement report documenting our progress. As of January 2017 the district has replaced 189 defective meter heads. There are 112 accounts which are operating with old meter heads. Of those, 3 were installed in 2013 and 109 were installed in 2007/2008. She also provided the group with a delinquency list from the 2019 Q4 reading. President Pfankuch added that he had talked with Doug Wunderlich so another meter can be added as replaced on this list (Paul Peterson).

Cori's report – Cori provided the commissioners with the meter project balance breakdown (what has taken place since 2017). We will continue to update this as more meters are replaced. The Wastewater Summary Report was received and given to Mary Jo to complete. Cori will reach out to Becky at Verve CU for updated CD rates. A separate meeting may need to be scheduled to approve them (or we will have rates available for our next meeting).

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

Bills paid in March:

1. Cori Thomas – salary	\$700.00
2. Jim Emmons – salary and meetings	\$1,847.00
3. Michael Pfankuch – salary and meetings	\$692.62
4. Robert Nelson – salary and meetings	\$600.27
5. Scott Mathison – salary and meetings	\$600.27
6. Town of Clayton – billing	\$666.67
7. Century Link – phone bills	\$225.00
8. Martenson & Eisele – engineering	\$1,727.50
9. Ferguson Waterworks – meters	\$2,090.00
10. Black Haak Heating – repairs and maintenance	\$2,133.00
11. Total Energy – repairs and maintenance	\$874.25
12. WPS – electricity	\$616.46

A motion was made by President Pfankuch and seconded by Rob Nelson to adjourn the meeting. Motion carried unanimously. Meeting ended @4:44pm.

Our next meeting date/time is tentatively set for Tuesday, 5/5 at 4pm.

Respectfully submitted.

Cori Thomas – Secretary/Treasurer
Larsen Winchester Sanitary District