

**Meeting date: May 5, 2020**  
**Larsen Winchester Sanitary District Monthly Meeting**

Approved - April 7, 2020 meeting notes

The Commissioners of the Larsen Winchester Sanitary District (LWSD) met on April 7, 2020 at 4:00PM at the Rob Nelson's shop. Present were President Mike Pfankuch, Scott Mathison, Rob Nelson, Jim Emmons, and Cori Thomas. Mary Jo Miller (Martenson & Eisele) was excused.

President Pfankuch called the meeting to order. The minutes of the March 3, 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 Scott Mathison and seconded by Rob Nelson to accept the minutes.

Mary Jo's report (via email) - Lake and Pond Solutions was hired in May 2019 to treat the duckweed in the ponds and Mary Jo was wondering if this would need to be done again. Jim Emmons mentioned that it is not growing yet and that it would be best to wait until after the drawdown. We will address this again at either our May or June meeting.

Mary Jo completed the WDNR Environmental Fee correspondence and emailed it to the group for our review. She also returned it to the WDNR. We should expect to see their invoice at the end of May (estimated at \$1,297.59). Mary Jo also referenced Chad from McMahan Engineers and her conversation with him regarding the LWSD wastewater flows. She confirmed with President Pfankuch and then sent this information to him. President Pfankuch confirmed with Mary Jo that he would share with the other commissioners at the meeting and they will all be kept in the loop going forward with any information that Chad provided.

Jim Emmon's report – Jim forwarded his DMR paperwork to Mary Jo in the mail. He had a \$160 bill from Wunderlich Plumbing for some meter work and another bill from Crane Engineering for \$5,688.15. We will have another bill from Crane next month because he doesn't think the flow meter is working right at the pond substation.

Cori's report – the commissioners approved a 60 month CD for the CD investment money. Cori will forward the approved paperwork to Becky at Verve CU. A new contract was received from Treeo's with their updated fees/etc. Motion was made by President Pfankuch and seconded by Rob Nelson to accept their new contract for 2020 lawn care.

President Pfankuch's report – President Pfankuch followed up with a few audit firms to see if they would be interested in providing a quote to audit the LWSD. A few are interested. Motion made by Scott Mathison and seconded by Rob Nelson to wait on any quotes for now. President Pfankuch will also contact Ginny and let her know that we will table the audit for now.

Holly will be added to our May meeting for an update on the first quarter's readings.

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

Bills paid in April:

- |  |            |
|--|------------|
| 1. Cori Thomas – salary                              | \$700.00   |
| 2. Jim Emmons – salary and meetings                  | \$1,662.30 |
| 3. US Treasury – 941 1 <sup>st</sup> quarter payroll | \$1,761.72 |

4. Town of Clayton – billing	\$666.67
5. Badger Labs – testing and inspection	\$408.00
6. Martenson & Eisele – engineering	\$900.00
7. Century Link – phone bills	\$225.00
8. WPS – electricity	\$652.47
9. Crane Engineering – repairs and maintenance	\$5,688.15
10. Badger Labs – testing and inspection	\$408.00
11. Wunderlich Plumbing – repairs and maintenance	<u>\$160.00</u>
Total:	\$13,232.31

A motion was made by President Pfankuch and seconded by Rob Nelson to adjourn the meeting. Motion carried unanimously. Meeting ended @4:29pm.

Our next meeting date/time is tentatively set for Tuesday, 6/2 at 4pm.

Respectfully submitted.

Cori Thomas – Secretary/Treasurer  
Larsen Winchester Sanitary District