

**Meeting date: July 2, 2019**  
**Larsen Winchester Sanitary District Monthly Meeting**

Approved - June 4, 2019 meeting notes

The Commissioners of the Larsen Winchester Sanitary District met on June 4, 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 May 7, 2019 meeting were provided to the Commissioners to review before the meeting. The date for our next meeting was changed to July 2<sup>nd</sup>. No other changes were necessary to the draft form. A motion was made by Scott Mathison and seconded by President Pfankuch to accept the minutes.

Mary Jo's report –Mary Jo provided the commissioners with a draft copy of the re-codified ordinances. The commissioners reviewed the updates and spent some time going through each of the references in our current fee schedule. Mary Jo will update with the changes and we'll review again at our next meeting.

Mary Jo provided the commissioners with copies and reviewed the information in the Compliance Maintenance Annual Report (CMAR). The commissioners asked a few questions and then a motion was made by President Pfankuch and seconded by Rob Nelson to approve and allow Mary Jo to submit our Compliance Maintenance Annual Report (CMAR). She assigned it as resolution 2019.01. We also have our Phosperus Report coming up that will be due Sept 30<sup>th</sup>. Mary Jo will see what is needed and talk about this at our next meeting.

Jim Emmon's report – Jim would still like to wait a little bit on the duckweed and will call Lake and Pond Solutions when ready. Water has equalized itself for now. The spring draw down was done 5/15 to 5/31. The total out was 10,680,000 (way above the average of 7-8 million). This was an average of 628255. The pre-numbers were good, water was 25 inches above the concrete structure. He also congratulated President Pfankuch on passing his test. He is officially licensed, license #37544.

President Pfankuch's report – He contacted Jeff regarding the complaints we received. President Pfankuch discussed acceptable LWSD practices that we are expecting. They are almost done so both parties agreed that they will finish their last sheet of clients and be done.

The BeeKeeper service contract is done so we need to discuss what to do for the future. Motion made by Scott Mathison and seconded by Rob Nelson to go with option 3 - 3 year contract to Medora for \$13,344 to begin December 2019.

Cori's report – Cori was contacted by a real estate broker regarding our fees for hookup/etc. There may be a new house going in so this will be addressed in the future if they contact us again. The commissioners discussed the option of having Cori do the billing or continuing with the Town of Clayton. The main concern regarding bringing the billing in house is the cost of the software. President Pfankuch will ask the Town of Clayton to attend our next meeting to discuss things and new contract options (updated information regarding this is included in the Special Meeting notes 6/20/19). Cori will contact Banyon to see if there is a software option for LWSD that is cost effective. There was an NSF check and an invoice for a replacement meter that was not paid so both of these items will be sent to Holly to be added to the next billing.

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

Billed paid in June:

1. Cori Thomas – salary	\$700.00
2. Jim Emmons – salary and meetings	\$1,800.83
3. Michael Pfankuch – salary and meetings	\$738.80
4. Robert Nelson – salary and meetings	\$554.10
5. Scott Mathison – salary and meetings	\$600.28
6. Town of Clayton – billing	\$666.67
7. Century Link – phone bills	\$200.00
8. WPS – electricity	\$630.79
9. Martenson & Eisele – engineering fees	\$1,696.50
10. Menn Law Firm – lawyer fees	\$805.00
11. Diggers Hotline – tickets	\$25.87
12. Badger Labs – testing and inspection	\$405.00
13. Badger Labs – additional testing/inspection	\$649.00
14. Wunderlich Plumbing – plumbing/mtn	\$640.00
15. WI DNR – Dept of National Resource fees	\$1,324.54
16. U.S. Treasury – 2 <sup>nd</sup> quarter 941s	\$1,754.02
17. Medora Corporation – 3 year Solar Beekeeper mtn	\$13,344.00

Total: \$26,535.40
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A motion was made by Scott Mathison and seconded by Rob Nelson to adjourn the meeting. Motion carried unanimously. Meeting ended @5:26pm.

Our next meeting date/time will be Tuesday, 8/6 at 4pm.

Respectfully submitted.

Cori Thomas – Secretary/Treasurer  
Larsen Winchester Sanitary District