

**Meeting date: August 6, 2019**  
**Larsen Winchester Sanitary District Monthly Meeting**

July 2, 2019 meeting notes – Approved

The Commissioners of the Larsen Winchester Sanitary District met on July 2, 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 June 4, 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 Rob Nelson and seconded by President Pfankuch to accept the minutes. The minutes of the Special meeting on June 20, 2019 meeting were provided to the Commissioners to review before the meeting. There were a few changes requested so these minutes were tabled and will be reviewed at the August meeting.

Holly Steven's provided the commissioners with the Town of Clayton's second quarter report. There are 27 total no reads, 21 are new. She has letters prepared and ready to send out. There are six meter accounts that have been on the no reads for multiple quarters (they receive two letters per quarter regarding this). The commissioners voted to send these to Bob Sorenson to handle. We will request that he issue certified letters with a signature card (so we can keep track of the date they receive it) to aid in accessing fees/penalties if the homeowners do not comply.

There were three zero reads/zero consumption and four continuous leaks on the reports. Holly has letters ready to be sent out. The commissioners agreed that letters should be sent out to all of these residents. A discussion started regarding rental units that have one meter. We will add this to our agenda next month to see what options are available for installing multiple meters at sites where there are multiple residents (mainly duplexes/rentals/etc.) Doug has 35 meters left so he will continue to update meters as needed.

President Pfankuch made a motion and that was seconded by Scott Mathison to donate \$300 in memory of Betty Nelson for her many years of service. Rob thanked the group for this gift and will be donating it in her name to three different churches.

Mary Jo's report – Mary Jo provided the commissioners with an updated copy of the re-codified ordinances. The commissioners reviewed the updates. Motion made by President Pfankuch and seconded by Rob Nelson to accept the blue colored fee updates and adopt the recodification that includes ordinance #4. Motion carried unanimously.

Motion made by President Pfankuch and seconded by Rob Nelson to adopt the revised ordinance #4 and update the accompanying fee schedule. Motion carried unanimously.

Motion made by President Pfankuch and seconded by Rob Nelson to rescind in its entirety the old fee schedule 2017-01 and adopt the new ordinance 2019-01 fee schedule. Motion carried unanimously.

Per ordinance #4 and the current fee schedule the commissioners voted to allow Bob Sorenson to enforce our new fee schedule. The following individuals will have letters sent to them; Dawn Tesch/Dan Houle, Russell/Donna Burt, Daniel/Kelly Doucette, Douglas/Lanelle Waech, Brandon Bantleon, Jennifer Pingel.

Mary Jo provided the commissioners with the wastewater discharge monitoring long report. The BOD5 is high on the last three days. The same thing happened last spring.

Mary Jo also handed out a summary of reports due to discuss what is coming up. Regarding the WWTP and the most recent sludge report, Mary Jo sent the plans out (electronic copy), per their request. There are some compliance alternative plans being discussed. Regarding the status of evaluating feasible alternatives for meeting phosphorus WQBELs, the four options discussed are adaptive management, trading credits, upgrading the plant, and regionalization/sending water somewhere else.

Great Lakes did the televising. The cleaning crew had one map and the TV crew had another version of the map so when we get their report back we will look at the map to confirm what they did and then compare it to the color map so we have things updated for 2020. Lake and Ponds Solutions did their treatment and the chemical will be in the water for 90 days. We have their invoice included in our bills to pay this month.

Jim Emmon's report – He will follow up with Mary Jo with his numbers. He also submitted a 1099 bill for the LWSD to pay, regarding meeting Barti/DNR.

President Pfankuch's report – A large cottonwood tree fell down on the driveway so he contacted Treeo's to clean up the tree. Treeo's invoice for these services is included in this month's bills.

Cori's report – Checks are almost gone so she will order more and make a transfer between accounts to cover expenses for the next month.

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

Billed paid in July:

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	\$200.00
5. WPS – electricity	\$598.82
6. Martenson & Eisele – engineering fees	\$1,813.50
7. Diggers Hotline – tickets	\$23.88
8. Treeo's – lawn care	\$830.00
9. Badger Labs – additional testing/inspection	\$3,617.50
10. Lake and Pond Solutions Co. – repairs/mtn	\$8,530.96
11. Treeo's – tree removal	\$1,100.00
12. Wunderlich Plumbing – plumbing/mtn	\$360.00
13. Wunderlich Plumbing – plumbing/mtn	\$75.00
14. Rob Nelson – in memory of Betty Nelson	\$300.00
15. James Emmons – 1099 info	\$350.00

Total: \$20,828.63
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A motion was made by Rob Nelson and seconded by President Pfankuch to adjourn the meeting. Motion carried unanimously. Meeting ended @5:32pm.

Our next meeting date/time will be Tuesday, 9/3 at 4pm.

Respectfully submitted.

Cori Thomas – Secretary/Treasurer  
Larsen Winchester Sanitary District