

Meeting date: August 4, 2020
Larsen Winchester Sanitary District Monthly Meeting

Approved July 7, 2020 meeting notes

The Commissioners of the Larsen Winchester Sanitary District (LWSD) met on July 7, 2020 at 4:00PM at the Winchester Town Hall. Present were President Mike Pfankuch, Scott Mathison, Rob Nelson, Jim Emmons, Cori Thomas, and Holly Stevens (Town of Clayton). Mary Jo Miller (Martenson & Eisele) was excused, provided her report via email.

President Pfankuch called the meeting to order. The minutes of the June 2, 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 Scott Mathison to accept the minutes. Motion carried unanimously.

Town of Clayton, Holly's report – there were seven no reads this quarter, three were new. The four repeat no reads are the result of the limited access to private homes in response to the Covid-19 pandemic. Letters were sent but no response will happen at this time. Four meters showed up on the zero read/zero consumption report along with three meters on the continuous leak report. All have letters sent. President Pfankuch asked Holly to provide reports and come to our August meeting to discuss (Mach 10 meter report, billed an average report, and the delinquent report).

Mary Jo's report – Mary Jo asked the commissioners to review the WDNR Wastewater Discharge Monitoring Report for May 2020. She also mentioned that in her follow up with Great Lakes TV Seal, Inc. we are on their schedule and that they are also planning to do the manhole rehabilitation for the defects identified in 2019. She requested that we add the CMAR report review as a line item to our August agenda.

Jim Emmon's report – The pump in Larsen and the generator were both fixed. We'll see bills for both of those next month. The duckweed looks good, not much there. There was quite a bit of maintenance done by Treeo's by the ponds, looks good.

Cori's report – Cori asked if she should make contact to schedule the audit. The commissioners suggested we talk about it again in August. We received a solicitation for an insurance quote and Cori wondered if we should have one done? President Pfankuch asked that we contact McClone and have them attend our meeting to discuss what we currently have and then decide.

President Pfankuch's report – He talked with Great Lakes and they will clean first and then televise after. They are starting July 8th. A builder requested some lateral information on Samuel Drive so he contacted Mary Jo to find the lateral line and provide the necessary information to them.

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

Bills paid in July:

1. US Treasury – 941 quarterly billing	\$1,761.70
2. Cori Thomas – salary	\$700.00
3. Jim Emmons – salary	\$1,662.30
4. Town of Clayton – billing	\$666.67
5. Treeo's – lawn & drive upkeep	\$615.00
6. Diggers Hotline – tickets	\$29.85

7. Badger Labs – testing and inspection	\$408.00
8. Treeo’s – lawn & drive upkeep	\$1,550.00
9. Martenson & Eisele – engineering	\$574.35
10. Badger Labs – testing and inspection	\$562.00
11. Century Link – phone bills	\$100.00
12. WPS – electricity	\$594.47
13. Badger Labs – testing and inspection	<u>\$408.00</u>
Total:	\$9,632.34

Other input – Rob Nelson mentioned that he talked with Jack Borchert and that he’ll drop off his land rent check with Rob/would like to attend a meeting in the future to discuss tiling/long term contract. We’ll add him as an agenda item.

A motion was made by Rob Nelson and seconded by President Pfankuch to adjourn the meeting. Motion carried unanimously. Meeting ended @4:35pm.

Our next meeting date/time is tentatively set for Tuesday, 9/1 at 4pm.

Respectfully submitted.

Cori Thomas – Secretary/Treasurer
Larsen Winchester Sanitary District