

Meeting date: September 1, 2020
Larsen Winchester Sanitary District Monthly Meeting

Approved August 4, 2020 meeting notes

The Commissioners of the Larsen Winchester Sanitary District (LWSD) met on August 4, 2020 at 4:00PM at the Winchester Town Hall. Present were President Mike Pfankuch, Scott Mathison, Rob Nelson, Jim Emmons, Cori Thomas, Mary Jo Miller (Martenson & Eisele), and Holly Stevens (Town of Clayton). Brian Reimer and Kathryn (Kat) Seraphine from McClone were also in attendance, per Cori's request to review our insurance policy.

President Pfankuch called the meeting to order. The minutes of the July 7, 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 – Holly attended our meeting to discuss a few reports that were requested at last month's meeting. She provided the commissioners with the Mach 10 meter report, which accounts are billed on average report, and the delinquent report. She also provided updated reports detailing which no read reports that were sent out a second notice. If they do not reply we will forward to Bob Sorenson for legal action.

McClone's report – Brian provided the group with a checkup report to review our insurance coverage. Some equipment listed was discussed in more detail and President Pfankuch/Cori Thomas will get information for Brian to update their records for equipment adjustments.

Mary Jo's report – Mary Jo sent the Compliance Maintenance Annual Report (CMAR) to the commissioners to review before the meeting. Motion made by Rob Nelson and seconded by President Pfankuch to adopt Resolution 2020-01. Roll call was taken. Motion carried 3 ayes, 0 nays.

Mary Jo talked about what to include for the Phosphorus Compliance Alternatives, Source Reduction, Improvements and Modifications Report. She will work on this and send to the commissioners via email for approval at the next meeting (due 9/30). Mary Jo reviewed the TV reports for the County Rd II location that was discussed regarding laterals/etc. There are some discrepancies so she'll need to do some more research and visit the site/etc. If she cannot come up with the necessary information she may need it televised.

Jim Emmon's report –The weeds were getting pretty high so they sprayed inside the pond to help take care of them. Bills received by Jim - Total Energy \$1,847 and Crane Engineering \$9,826.60. He also had an invoice for some 1099 billing time for \$700. Jim announced his retirement, effective October 1, 2020.

Cori's report – Cori provided the commissioners with bank account summary statements. Cori asked if she should make contact to schedule the audit. The commissioners suggested we talk about it again in September.

President Pfankuch's report – Nothing to report.

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

Bills paid in August:

1. Cori Thomas – salary	\$700.00
2. Jim Emmons – salary	\$1,662.30
3. Town of Clayton – billing	\$666.67
4. Jim Emmons – subcontractor time	\$700.00
5. Diggers Hotline – tickets	\$19.90
6. Martenson & Eisele – engineering	\$1,045.00
7. Century Link – phone bills	\$150.00
8. WPS – electricity	\$566.46
9. Total Energy – repairs and maintenance	\$1,847.00
10. Crane Engineering- repairs and maintenance	<u>\$9,826.60</u>

A motion was made by Rob Nelson and seconded by Scott Mathison to adjourn the meeting. Motion carried unanimously. Meeting ended @5:05pm.

Our next meeting date/time is tentatively set for Tuesday, 10/6 at 4pm.

Respectfully submitted.

Cori Thomas – Secretary/Treasurer
Larsen Winchester Sanitary District