

Meeting date: September 3, 2019
Larsen Winchester Sanitary District Monthly Meeting

Approved - August 6, 2019 meeting notes

The Commissioners of the Larsen Winchester Sanitary District met on August 6, 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 July 2, 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 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.

Agenda #4 – The commissioners discussed installing meters in multiple tenant buildings. If it becomes an issue in the future it will be readdressed but it is not a cost effective option at this time.

Mary Jo's report – Mary Jo verified with Bob Sorenson the numbering that she has on the ordinances and confirmed the correct way to have them available to the public. The approved ordinances will be posted on both websites and hard copies will be provided in three locations (Town of Winchester, Town of Clayton and Melvin V Mathison CPA, LLC.)

Motion made by President Pfankuch and seconded by Rob Nelson to adopt the Recodification 2019-01 ordinances which includes updated secretary duties, treasurer duties, amended ordinance #4 establishing the district's sewer rates, and Resolution 14-01. Roll call was taken. Motion carried 3 ayes, 0 nays.

Motion made by President Pfankuch and seconded by Scott Mathison to adopt Resolution 2019-02 Attachment A, LWSD District Fee Schedule. Roll call was taken. Motion carried 3 ayes, 0 nays.

Mary Jo provided the commissioners with the Phosphorus Compliance Alternatives, Source Reduction, Improvements and Modifications Report via email. Motion made by President Pfankuch and seconded by Rob Nelson for Mary Jo to submit this report by the due date (9/30).

Mary Jo also provided a report to the commissioners of the LWSD 2019 televising areas that need fixing. Great Lakes bill was emailed from Mary Jo and is included in this month's billing. Motion made by President Pfankuch and seconded by Scott Mathison for Mary Jo to contact Great Lakes to fix the defects. Jim suggested they work on things before extremely cold weather. Motion carried unanimously.

Jim Emmon's report –The duckweed in the ponds is $\frac{3}{4}$ green (was brown a few weeks ago). Jim asked Mary Jo to contact Lake and Pond Solutions to see if that is what is expected or is something growing again? Mary Jo will follow up with the group regarding their response. There is 14 inches on the concrete structure so still a lot of extra water in the ponds.

Jim also asked President Pfankuch to contact Treeo's to have them come inside the ponds to get weeds taken care. Jim submitted bills from Wunderlich Plumbing for replacing 15 meters in July \$600 and Crane Engineering for replacing the three panel heaters and updating the phone numbers in the calling system \$938.47.

President Pfankuch's report – All of the residents that we had Bob Sorenson send letters out for have complied with updating meters installed so no additional fees need to be assessed. Doug Griese will send in the outdated meters to get credits back for the meters that are still under warranty. President Pfankuch will follow up with a letter the LWSD received in the mail regarding some questions about the meter/water usage.

Cori's report – There was 10 envelopes put in the wrong PO Box a few weeks ago. They were received two weeks later so past the deadline. Cori asked Holly to reprocess these payments without a late fee as they were sent in on time just not sorted correctly. The commissioners agreed with this decision.

We received two Resolution letters authorizing the Town's participation in the preparation of a cooperative plan from both the Town of Clayton and the Town of Winchester. This correspondence was emailed to the commissioners before the meeting.

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

Billed paid in August:

1. Cori Thomas – salary	\$700.00	
2. Jim Emmons – salary	\$1,662.30	
3. US Postal Services – postage	\$70.00	
4. Town of Clayton – billing	\$666.67	
5. Century Link – phone bills	\$175.00	
6. WPS – electricity	\$588.09	
7. Martenson & Eisele – engineering fees	\$702.00	
8. Diggers Hotline – tickets	\$48.47	
9. Treeo's – lawn care	\$980.00	
10. Badger Labs – additional testing/inspection	\$405.00	
11. Great Lakes – repairs/mtn	\$3,204.81	
12. Badger Labs – additional testing/inspections	\$405.00	
13. Wunderlich Plumbing – plumbing/mtn	\$600.00	
14. Crane Engineering – repairs/mtn	\$938.47	
	<table border="1"><tr><td>Total: \$11,145.81</td></tr></table>	Total: \$11,145.81
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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 @4:52pm.

Our next meeting date/time will be Tuesday, 10/1 at 4pm.

Respectfully submitted.

Cori Thomas – Secretary/Treasurer
Larsen Winchester Sanitary District