

Meeting date: August 7, 2018
Larsen Winchester Sanitary District Monthly Meeting

Approved 8/07/18

The Commissioners of the Larsen Winchester Sanitary District met on July 10, 2018 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 5 and June 26, 2018 special meeting were provided to the Commissioners to review before the meeting. No changes were necessary to the draft forms. A motion was made by Rob Nelson and seconded by Scott Mathison to accept the minutes.

Agenda line item #3 – Holly reported that the meters that have no reads are new and appear to be normal. Holly sent out letters to each of the residents and we'll get new meters installed. If she does not get responses then she'll follow up with a second letter/etc. The zero reads/zero consumption readings will be looked at a little differently (one meter has just been replaced, one resident was traveling so they may not have had usage and the last one will be looked into). We'll watch them and see if they show up again next quarter. The last report was the continuous leak report and those residents had informational letters sent out to them. Holly gave us an update of the supplies that she needs to reorder. Cori will take care of ordering these. The last item was what will we like run in the third quarter billing. Some ideas were suggested procedures for a long-term absence, local contact for emergency access, variations on the dirty dozen, etc. Holly will work on a few ideas and have them available to Cori in an email to forward to the group to review at our August or September meeting.

Agenda line item #4 – Mary Jo Miller presented the Phosphorus Optimization Evaluation Report is due September 30, 2018 and due to the Water Quality Based Effluent Limits (WQBELs). Mary Jo will take care of this report and make sure it is available for our next meeting. There isn't much information necessary because of our area (not an industrial area) so there shouldn't be much to do. The second item of discussion is the lagoon sludge report. Mary Jo provided the group with three months of DMAR reports for review to show the differences of what is happening. Some ideas were brought up within the group of how to fix things so that the tests aren't so high; timing of the test, sludge levels, adding a baffle or a screen, etc. Jim added that they will redo the study again in August. He also mentioned that they would take multiple sludge samples in between the baffles (more than they've done before to help get better results for the sludge buildup). Stan had mentioned that maybe we install a temporary screen and put it in there before discharging/etc. The last area to talk about is the Chloride Source Reduction Plan. Mary Jo provided the letter that she included with the water softener inventory sheet (draft to review). The inventory sheet looks good and the group agreed that this was an appropriate form for Jeff to use for his inspections. The last thing Mary Jo provided was the updated/amended ordinance and stated that she will follow up with Bob Sorenson to confirm what is necessary to finish it up and will print out hard copies for all of us (8 total).

Agenda line item #6 – Jim Emmon's reported that pond one has a lot of duck weed and needs to have some maintenance done. Stan was going to look at the valve in the pond (it is the original one so maybe it is time to have it replaced). Jim could check with Crane Engineering or Immel's about this. Jim also mentioned that Stan talked about a screen option and would provide the group with some recommendations. Mary Jo will check in with Stan about this and see what his thoughts were. Jim had a bill from Crane Engineering for \$525.14 (repairs/maintenance) and GenerX for \$1,775 (repairs/maintenance).

Agenda line item #9 – Cori rode along with Holly to understand the reading process and how the MRX worked. We had a homeowner that overpaid his bill so there is a refund check to issue this month to Raymond Decker. Cori provided the group with our latest balances for the checking/investments/etc. and discussed our balances and transferring some money to our savings account/interest being earned in our CD's/etc. Overall everyone is happy with our investment choices for the LWSD.

Motion was made by Rob Nelson and seconded by Scott Mathison 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	\$225.00
5. WPS – electricity	\$548.66
6. Badger Labs – testing & inspection	\$2,311.50
7. Digger’s Hotline – tickets (May)	\$41.79
8. Martenson & Eisele – engineering fees	\$2,249.00
9. Treeo’s – lawn maintenance	\$915.00
10. Menn Law Firm Ltd. – lawyer	\$149.85
11. Raymond Decker – refund of overpayment	\$108.91
12. Digger’s Hotline – tickets (June)	\$33.83
13. Crane Engineering – maintenance	\$525.14
14. Total Energy – repairs and maintenance	\$1,775.00

Total: \$11,912.65

A motion was made by Rob Nelson and seconded by Scott Mathison to adjourn the meeting. Motion carried unanimously. Meeting ended @5:29pm.

Our next meeting date/time will be scheduled for Tuesday, September 4, 2018 @4pm.

Respectfully submitted.

Cori Thomas – Secretary/Treasurer
Larsen Winchester Sanitary District