

Meeting date: July 11, 2017
Larsen Winchester Sanitary District Monthly Meeting

Approved 7/11/17

The Commissioners of the Larsen Winchester Sanitary District met on June 6, 2017 at 4:00PM at the Winchester Town Hall. Present were President Mike Pfankuch, Scott Mathison, Rob Nelson, Jim Emmons, Cori Thomas, Mike Siewert, Larry Krischer, and Holly Stevens.

President Pfankuch called the meeting to order. The minutes of the May 9, 2017 were provided to the Commissioners to review before the meeting. Clarifications were made and a change was made to the draft form. A motion was made by Scott Mathison and seconded by Rob Nelson to accept the updated minutes.

Agenda line item #3: Holly attended the meeting to discuss real estate inquiries. This is a separate billing action that is taking place by her at the Town of Clayton. She is doing research for Winchester and Clayton and continues to get real estate inquiries/title searches to see if there are any outstanding bills for the addresses in question. Holly has the LWSD software from the meter readings to do this. The Town of Clayton charges \$30/real estate inquiry. The Town of Winchester charges \$25/real estate inquiry. Holly was wondering what to charge for these inquiries regarding the LWSD and who should get the money. In the past Betty would collect a fee and then it would be submitted for it to be researched by the entity that had the LWSD software and a separate fee would be charged by them. The committee agrees that the LWSD should not accept the payment at this time since the Treasurer (Cori Thomas) isn't taking care of the inquiry. Holly will charge the \$30/real estate inquiry and the Town of Clayton will keep this charge for her time. Mike Siewert suggested that we use the wording: 'The fees for the inquiry charged by LWSD should be consistent to the same township search fee, whichever is higher (Winchester/Larsen or Clayton). The fees generated shall be retained by the contract entity for the billing (at this time it will be Holly – Town of Clayton). It was also suggested that Larry Krischer see if Winchester could be changed to \$30 so that both are the same. A motion was made by Scott Mathison and seconded by President Pfankuch.

Holly also reminded the committee that she had nine meters that hit the no read list and have not responded to our request. President Pfankuch will contact Bob Sorenson and see if we should set up a separate meeting or have him attend our next meeting in case we need to sign the updated ordinances regarding noncompliance for these addresses. We also will discuss if a service surcharge can be charged/billed out for additional expenses (extra committee meeting fees, lawyer fees, plumber's time/etc.) Cori will include both Town chairs on the next meeting's email agenda to see if they can attend.

Jim Emmon's report:

There was a draw down of 73 inches taken out, 8,760,000 total. Average of 584,000. The pre numbers were good. Bills were received from Crane Engineering (checked all the lift stations, new control, and cleaned the floats). One invoice from Badger Labs was submitted but he is still waiting for another one yet. Digger's Hotline has not been received yet so he'll forward that to Cori Thomas when he gets it. Jim also received the bill for the Total Energy Systems LLC (generator maintenance) but it included sales tax so Cori will submit the paperwork for them to have on file for our tax exempt status when she submits the payment. They provided some repairs/maintenance items that need addressing. Motions were made to repair/replace/maintenance items listed for each one: #3 – 0774943, #1 – 0774942, #2 – 0774924. Each motion made by President Pfankuch, seconded by Rob Nelson.

Regarding our tree trimming, President Pfankuch will contact Treeo's and have them trim more around the lift stations, cut more around the inside fences/etc. Jim Emmons will set up a time to tour the ponds and lift stations to give the committee some background on what takes place. When this date is decided then we'll post a special meeting for this.

Mike Siewert's report:

The Solar Bee maintenance was done and all looks good. He provided the committee with their report. Mike also submitted the quote from Great Lakes TV Seal Inc. for the TV'ing of the pipes. They also suggested that some laterals be done. Motion was made by Scott Mathison and seconded by Rob Nelson to accept the quote from Great Lakes and have the necessary work down on the laterals quoted if they are necessary.

We will wait to discuss the Feasibility Study material until the committee receives responses back to their inquiries to select individuals/businesses/etc.

Cori Thomas' report:

The CD's that we have at Wolf River Bank are maturing this month and the question was brought up if they should be automatically renewed or if there are any other ideas for these dollars. The committee decided that these dollars should not be automatically renewed at this time. Cori will contact the bank and have them put into a short term (6 month or less CD) or put into our existing money market if that is an option when they mature. It was suggested that we contact the Citizen's Utility Board (CUB) for guidance on this issue. Cori will get some information regarding investment ideas and have it available for our next meeting.

Agenda line item #7: The Mach 10 meters were discussed to see if more meters should be purchased at this time. Motion was made by President Pfankuch and seconded by Rob Nelson to table this for now and wait to purchase more meters.

Agenda line item #8: Resolution to approve the 2016 Compliance Maintenance Annual Report (CMAR). Motion was made by Scott Mathison and seconded by Rob Nelson to pass the resolution to approve the CMAR report submitted to the committee from Martenson and Eisele. Mike Siewert listed it as Resolution 2017-01 and will submit the report electronically for the LWSD. Motion carried unanimously.

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

Billed paid in June:

1. Cori Thomas – Salary	\$700.00
2. Jim Emmons – Salary/meetings	\$1,800.82
3. Mike Pfankuch – Salary/meetings	\$992.76
4. Rob Nelson – Salary/meetings	\$854.24
5. Scott Mathison – Salary/meetings	\$900.41
6. U S Treasury – 2 nd Qtr 941	\$1895.58
7. Town of Clayton – Billing	\$666.67
8. Century Line – 3 Phones	\$126.96
9. WPS – Gas and Electric	\$700.09

10. Martenson & Eisele – Engineers	\$6,493.00
11. Badger Lab’s – Testing	\$2,666.00
12. Digger’s Hotline – Tickets	\$41.79
13. Crane Engineering - Engineers	\$1,601.37
14. Total Energies – Maintenance	\$1,775.00

Total: \$21,214.69

Agenda line item #10: President Pfankuch wondered if we should have another layer of gravel put on the driveway going back to the ponds. The committee decided that this was not necessary at this time so no other maintenance will be done by the ponds at this time.

The next meeting will be on Tuesday, July 11, 2017 at 4:00PM at the Winchester Town Hall.

A motion was made by Scott Mathison and seconded by Rob Nelson to adjourn the meeting. Motion carried unanimously. Meeting ended @5:31pm.

Respectfully submitted.

Cori Thomas – Secretary/Treasurer
Larsen Winchester Sanitary District