

**Meeting date: August 1, 2017**  
**Larsen Winchester Sanitary District Monthly Meeting**

Approved 8/1/17

The Commissioners of the Larsen Winchester Sanitary District met on July 11, 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 Kriescher, Russ Geise, and Tori Straw.

President Pfankuch called the meeting to order. The minutes of the June 6, 2017 and the minutes of the Special Meeting on June 16, 2017 were provided to the Commissioners to review before the meeting. No changes were necessary to the draft forms. A motion was made by Scott Mathison and seconded by Rob Nelson to accept the minutes.

Agenda line item #5 - Ordinances: The committee asked Bob Sorenson to attend the meeting to help talk through the current ordinances. Ordinance 66.103 was referenced as a viable option for the LWSD to use for issuing citations through the small claims court. This can be done through Winnebago County. The committee will need to update and pass a Citation ordinance/amendment to #6 regarding this. Tori Straw will get the list of non-compliance homeowners to Bob Sorenson. Bob also suggested that LWSD needs to amend ordinance #6 to add in a fee schedule for assessing fines. Ordinance #7 does have some wording regarding fees/etc. but not regarding the access into the home and noncompliance with this issue. Mike Siewert will help work on the wording to these items and we'll discuss this issue again at the next meeting (August 1<sup>st</sup>). Bob Sorenson will send through the material to President Pfankuch to have for the next meeting.

Agenda line item #4 – CD investment \$: The committee asked Joe Peikert from Wolf River Bank to attend the meeting to help talk through the CD investments that we have with them and what options are available for us to make sure we are acting in the best interest of the committee and the money collected by the LWSD. Our first layer of coverage is the FDIC insurance coverage (up to \$250,000). The next layer is the public deposit insurance through the State of Wisconsin, Section 3408 (\$400,000 above the FDIC). The last layer was offered as a suggestion from Joe - an investment option to invest in their bank's portfolio. They would invest in bonds/etc. and then LWSD would have a pledge as the secured party for the money that was invested to cover the rest of the money that we have with Wolf River Bank. The committee discussed different ideas/timelines for projects that we have in the future and how the investment money that we have needs to be used. The committee will address adding some updated material to the ordinances regarding financial policies/etc. The committee will research these options and discuss this issue again at the next meeting.

Agenda line item #10 – Public:

- a. John Greenwald attended the meeting to ask about his bill. Different suggestions were presented to him to check on why his meter has a continuous leak status.
- b. Scott Mathison said that he's talked to interested individuals regarding the feasibility study. He will extend an invitation to them to attend the next meeting.

Agenda line item #6 – Billing clerk's report: We have run into a few software issues. Holly will be contacting them to talk about the no reads, test mode, 0-reads not reporting on the "Out of Bounds" report and the data

retention. Holly went out and did the second quarter reading on 6/30. Bills for the second quarter were mailed out on 7/7. Regarding the prototype meter update, four of the five meters are reading and appear to be functioning as they should. The fifth meter was part of the “No Read” report but did read in test mode. Tori will check in with Holly regarding the new meters and see if she has checked them on a monthly or quarterly basis.

Regarding the continuous leak status individuals it was suggested that we send a letter to the homeowners and let them know that our meter report detected a continuous leak at their address. Mike Siewert will send through some wording to include in this letter and Cori Thomas will send the letters out. Tori Straw will get back in touch with Cori and confirm if the homeowner’s name/address can be used from the reports or if there is a different individual/billing address to use for the letters.

Mike Siewert’s report: Nothing to report from Mike. He will work on the fee schedule to add into the ordinance discussed under agenda line item #5 and will work on the wording to include on the continuous leak letter for Cori. Mike will contact Bob Sorenson and request he attend our next meeting. He will also bring the preliminary feasibility materials for any interested individuals.

Jim Emmon’s report:

Flows are high in Larsen. Bills were received and submitted for paying (Badger Lab, Diggers Hotline, Crane Engineering, Total Energies – estimate paperwork was given). Jim asked President Pfankuch to contact Treeo’s to trim more around the lift stations.

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

Billed paid in July:

1. Cori Thomas – Salary	\$700.00
2. Jim Emmons – Salary/meetings	\$1,662.30
3. Town of Clayton – Billing	\$666.67
4. Town of Clayton – reimburse for bill pd	\$230.00
5. Treeo’s – mowing (May/June)	\$1,423.76
6. Dept of Natural Resources – environ fee	\$516.25
7. Century Line – 3 Phones	\$263.70
8. WPS – Gas and Electric	\$543.77
9. Martenson & Eisele – Engineers	\$1,165.00
10. Badger Lab’s – Testing	\$405.00
11. Digger’s Hotline – Tickets	\$23.88
12. Crane Engineering - Engineers	\$577.15

Total: \$8,177.48
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The next meeting will be on Tuesday, September 5, 2017 at 4:00PM at the Winchester Town Hall.

A motion was made by Scott Mathison and seconded by President Pfankuch to adjourn the meeting. Motion carried unanimously. Meeting ended @5:36pm.

Respectfully submitted.

Cori Thomas – Secretary/Treasurer  
Larsen Winchester Sanitary District