

**Meeting date: September 5, 2017**  
**Larsen Winchester Sanitary District Monthly Meeting**

Approved 9/5/17

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, and Holly Stevens.

President Pfankuch called the meeting to order. The minutes of the July 11, 2017 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 line item #3 - Ordinances: Bob Sorenson sent the ordinance information via email to Mike Siewert. The original ordinances had fees listed with each of them so they needed to be reviewed each time. The fee schedule is now listed as an attachment (Schedule A). Ordinance #11 – D was added to list Demand Based Softeners (No Time Based Softeners will be allowed). Various fees were addressed and will be updated for the September 5<sup>th</sup> meeting. There was a motion to table the ordinances so the commissioners can review them this month. A motion was made by President Pfankuch and seconded by Rob Nelson to table the ordinance vote until the next meeting.

Agenda line item #4 – Feasibility Study: Mike Siewert will get email information from Scott Mathison and touch base with the interested parties for details (numbers/ideas/etc.) and see what questions they have. We'd like to have them come to a meeting soon to discuss growth potential within the area.

Agenda line item #5 – Billing clerk's report: There were two no reads but it seems to be a software problem. Holly emailed Doug Griese regarding the software. President Pfankuch will also contact Doug to see what we should do with the five MACH 10 meters. There was one resident that had a no read and it was determined that their meter is dead. It was suggested that if there are no reads then we should proactively contact people and get the battery updated.

Jim Emmon's report:

Bills were received from Crane Engineering, Badger Labs and Kuettl's for cleaning the wetwells out. The Digger's Hotline invoice has not been received yet so we will pay that with September's bills. President Pfankuch brought up another bill that we should pay \$200 to the Town of Winchester Fire Dept. regarding the manpower and truck time used. Motion made by President Pfankuch to add this bill to the August bills, seconded by Rob Nelson. Scott Mathison abstained on this vote. They will work on the generators in the next couple of weeks so Total Energy bills should come through in September/October. Great Lakes TV Seal will probably be billed in October too.

Mike Siewert's report: Nothing to report from Mike. He will work on the fee schedule to add into the ordinances discussed under agenda line item #5 and will work on the wording to include on the continuous leak letter for Cori.

CD Investments – a discussion took place regarding the material from Wolf River Bank. The committee feels that more information should be provided to have some better ideas before a vote will take place. Cori will

touch base with a few institutions to see what other ideas they can offer. This item will be added as a line item for our September meeting.

Motion was made by Scott Mathison and seconded by President Pfankuch to pay the bills as presented. A motion was made by President Pfankuch and seconded by Rob Nelson that no bills will be paid until the bills have been reviewed by the commissioners. Motion carried unanimously.

Billed paid in August:

1. Cori Thomas – Salary	\$700.00
2. Jim Emmons – Salary	\$1,662.30
3. Town of Clayton – Billing	\$666.67
4. Badger Lab’s – Testing	\$405.00
5. Town of Winchester – man/truck	\$200.00
6. Crane Engineering - Engineers	\$225.75

Total: \$3,859.72
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The next meeting date/time will be discussed during the September 5, 2017 meeting as Cori has a conflict for Tuesday meetings in Oct/Nov/Dec.

A motion was made by Scott Mathison and seconded by President Pfankuch to adjourn the meeting. Motion carried unanimously. Meeting ended @5:10pm.

Respectfully submitted.

Cori Thomas – Secretary/Treasurer  
Larsen Winchester Sanitary District