

Meeting date: December 6, 2017
Larsen Winchester Sanitary District Monthly Meeting

Approved 12/6/17

The Commissioners of the Larsen Winchester Sanitary District met on November 8, 2017 at 4:00PM at the Winchester Town Hall. Present were President Mike Pfankuch, Scott Mathison, Rob Nelson, Cori Thomas, Doug Gries (Ferguson Waterworks), Becky Flanagan (Verve CU).

President Pfankuch called the meeting to order. The minutes of the October 4, 2017 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.

Agenda line item #4 – Doug Gries from Ferguson Waterworks provided the group with some background for the quote regarding the new MRX handheld unit that we'd like to purchase. It provides a better path for us to use in the monitoring of the meters that we have. It gives a high signal (magnifies the strength) which will lead to less no reads/bookkeeping issues. The software that we are using will be compatible with this and will lead to less administration issues. There is a trade-in value of \$2,500 for our older version (Trimble) too so the purchase price of \$7,375 is an appropriate upgrade for us at this time and the time we've had this. It will also come with a full warranty with upgrades/etc. (Doug also went into detail about the shelf life and it seems like it will be a long-term investment for the LWSD). Motion made by President Pfankuch and seconded by Rob Nelson to purchase the new handheld unit for the purchase price of \$7,375 (less the trade in value of \$2,500). President Pfankuch also asked Doug about his thoughts on the meters that have been pulled and if we should purchase more. Doug had run a report regarding his findings of the meters he had from us and they were very high in iron/etc. He suggested that if the meters are working keep using them. We can get Mach 10 meters pretty quickly if we decide to buy more so we will wait and stay the course with what we have. Doug volunteered to come into our next meeting to demonstrate the new version.

Agenda line item #3 – McClone Agency will attend our December meeting.

Agenda line item #4 – CD information: Becky Flanagan came from Verve Credit Union to provide the disclosures for our new accounts. All necessary signatures were obtained. Cori and President Pfankuch will set up a meeting with Wolf River Bank to liquidate the funds and Cori will take care of the rest of the items with Verve CU.

Agenda line item #6 - A motion was made by President Pfankuch to postpone the regular monthly meeting and go into the proposed 2018 Budget Hearing. Motion was seconded by Scott Mathison. Motion carried unanimously. Regular meeting was adjourned at 4:50pm

President Pfankuch then called the proposed 2018 Budget Hearing to order. The commissioners went over the proposed budget. The first order of business was to set the 2017 mil rate. After much discussion the Commissioners decided to continue with the same mil rate used last year (.00125 per thousand). The budgeted amount for the Engineering Fees was listed as \$20,000 for the regular Engineer Fees for the year with the added separate line item for Engineering Fees - Special Projects of \$110,000. A motion was made by Scott Mathison and seconded by President Pfankuch to adopt the proposed 2018 budget. Motion carried unanimously.

A motion was made by Rob Nelson and seconded by Scott Mathison to close the proposed 2018 budget hearing. Motion carried unanimously. President Pfankuch then called the meeting to order to approve the proposed 2018 budget. A motion was made by President Pfankuch and seconded by Scott Mathison to approve the proposed 2018 budget. Motion carried unanimously. Motion made and seconded to close this meeting and go into the regular monthly meeting. Motion carried unanimously. Meeting ended at 5:10pm

Jim Emmon's report:

Jim's bills were presented for checks (Badger Labs/Diggers Hotline/Crane Engineering). Crane Engineering will also have an invoice in December for pump issues in Larsen/phone company (secondary switch was not running). Jim also had his Wastewater Discharge Monitoring report that Cori will scan over to Martenson & Eisele. Mike Siewert has the report and the bill from the TV'ing. This invoice will be sent over from him to pay in December.

Some items are sent to Jim Emmon's address, some are sent to our PO Box, and some are sent to Mike Siewert. Cori requested that all invoices be sent to the PO Box in Larsen so she can have checks available for the monthly meetings (checks will now be run through Quickbooks). Motion made by Scott Mathison and seconded by President Pfankuch to request all bills be sent to our PO Box in Larsen. Cori will update Badger Labs/Diggers Hotline/Crane Engineering (bills that she received from Jim Emmons) regarding the address change. Cori will also update any invoices she receives going forward to the LWSD PO Box so they are updated when the bills are paid.

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

Billed paid in November:

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| 1. Cori Thomas – Salary | \$700.00 |
| 2. Jim Emmons – Salary | \$1,662.30 |
| 3. Town of Clayton – Billing | \$666.67 |
| 4. Centurylink – phone bills | \$197.43 |
| 5. WPS – gas and electric bills | \$803.74 |
| 6. Cori Thomas - supplies | \$206.49 |
| 7. Melvin V Mathison CPA, LLC | \$2,000.00 |
| 8. McClone – bond | \$100.00 |
| 9. Verve CU – establish bank account | \$5,000.00 |
| 10. Martenson & Eisele | \$3,304.00 |
| 11. Treeo's – maintenance/lawn care | \$510.00 |
| 12. Martenson & Eisele | \$6,383.00 |
| 13. Badger Labs – lab work | \$810.00 |
| 14. Crane Engineering – engineer work | \$482.50 |
| 15. Diggers Hotline | \$9.95 |

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| Total: \$22,836.08 |
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Line item #10 – public input: Scott asked if there was anything happening with the shed by the feed mill. He may be interested in purchasing it if it is available to purchase. The committee will research the idea and add it into their discussion for our next meeting.

The next meeting date/time will be Tuesday, January 2, 2018 @4pm.

A motion was made by Scott Mathison and seconded by Rob Nelson to adjourn the meeting. Motion carried unanimously. Meeting ended @6:35pm.

Respectfully submitted.

Cori Thomas – Secretary/Treasurer
Larsen Winchester Sanitary District