

**Meeting date: November 8th, 2017**  
**Larsen Winchester Sanitary District Monthly Meeting**

Approved 11/8/17, October 4, 2017 meeting notes

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

President Pfankuch called the meeting to order. The minutes of the September 5, 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 – McClone Agency was contacted and asked to come to our November meeting due to the number of items on the agenda.

Agenda line item #4 – CD information: Becky Towne came from Verve Credit Union to talk through CD rates with the specified dollar amounts that we sent through via email. We were offered competitive rates for the various CD amounts and will be provided additional insurance with a letter of credit through the Corporate Central Credit Union. We will get investment figures finalized and then have the necessary paperwork available for Becky to get the funds transferred and the checking/savings/money market account set up. President Pfankuch asked about the worst case scenario if we needed the CD money before the maturity date (they will be able to offer up a secured loan, rates suggested could be 2.25% above the CD rate currently invested so Verve would do a comparison of the penalty for surrendering the CD versus the loan rates for the funds we'd need/etc.) The commissioners also requested that all receive a bank statement each month (either a copy from Cori or have that set up with Verve so they send it directly to each authorized signer). Cori could also provide a reconciliation statement to the commissioners each month. The bylaws/ordinances were given to Becky from Mike Siewert at our meeting. The committee suggested 2-3 authorized signers on the checks. Cori will get things established with Becky and have the authorized signers follow up with signatures/etc. (planning to finish up within the next 1-2 months). We will have Cori Thomas signing as Treasurer, Mike Pfankuch signing as President, and if a third signature is going to be requested we'll include one of the Commissioners (Robert Nelson/Scott Mathison).

Agenda line item #7 – Billing clerk's report: Holly provided us with the third quarter report results. We had one outstanding request for meter checks. The residence has been showing up as a zero read. There has not been a response to the requests sent through from Holly or Sorenson's Law office. There were two more residences that are new and have no reads (meter not transmitting). There was four residences that had zero reads (meter is transmitting but usage is 0). These could be someone on vacation/vacant house/meter not working. Holly will send through a letter for these two new no-reads and the four zero reads so that they can contact Wunderlich Plumbing to have a work order generated to have them looked at. There were also three residences that showed up on the continuous leak reports. Cori will send out an FYI information letter to these residences and let them know that they showed up on the report and possible solutions for them to try to fix their leak. Holly asked about the due date this month (10/27). We will collect all payments received until 11/6 and cutoff payments on that date so Holly can submit the outstanding bills to post to the real estate tax bills (due to them by 11/15).

Doug Gries and Holly did a test run with the Trimble (single frequency transmissions) and then Doug came back later and reran the route with the MRX reader (new handheld that he'd like us to purchase that scans seven frequencies). Doug will provide information regarding the MRX system and its cost at our next meeting. We should have a trade-in value for the Trimble.

Regarding the non-standard account's list from Holly, the committee may purchase five more MACH 10's so that we could put meters into the three problem areas. The new MACH 10's should work at these addresses. We will talk about this at the next meeting.

Agenda line item #8 – Ordinances (Mike Siewert): The ordinance fee schedule was updated by Mike Siewert and forwarded to the group to review via email. There was a motion to adopt the fee schedule by President Pfankuch and seconded by Rob Nelson. Motion carried unanimously. Motion made by Scott Mathison and seconded by Rob Nelson. Motion carried unanimously

Mike Siewert's report: He met with Kwik Trip in La Crosse to discuss the feasibility study information. They are interested. Mike will keep in touch with them with all new developments. Mike also passed out the Larsen-Winchester Sewer Service Area map. Some ideas were discussed regarding cost sharing options for the new lift station within the district. We should be able to have it be shared by the district/deferred assessments for new residents/businesses/developments/etc. The plan will be to set up a public informational meeting mid-January 2018.

Jim Emmon's report:

Bills were received from Crane Engineering, Badger Labs and Diggers Hotline. Mowing has been good around the ponds. Great Lakes TV Seal bill will be coming through in October/November.

Cori Thomas' report:

I contacted WPS to see about the due dates and how we are paying bills after they were received. WPS changed their billing date so that we will not incur another late charge. I also contacted CenturyLink and they would not change their billing date so we will pay ahead one month to have a credit with them. We will then be able to pay the current bills sent every month.

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

Billed paid in October:

1. Cori Thomas – Salary	\$700.00
2. Jim Emmons – Salary	\$1,847.00
3. Town of Clayton – Billing	\$666.67
4. Centurylink – phone bills	\$186.98
5. Centurylink – pay ahead for a month	\$195.00
6. WPS – gas and electric bills	\$542.85
7. USPS – stamps	\$49.00
8. Treeo's – mowing/mtn	\$648.75
9. Sorenson Law Office – lawyer	\$506.25
10. Martenson & Eisele – engineer work	\$1,490.50

11. USPS – renew P O Box	\$52.00
12. Digger’s Hotline – tickets	\$20.61
13. Crane Engineering – engineer work	\$1,042.50
14. Badger Labs – lab work	\$405.00

Total: \$8,353.11
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The next meeting date/time will be discussed during the November 8, 2017 meeting as Cori has a conflict for the Tuesday meeting in Dec. The tentative date for the next meeting would be Wednesday, December 6<sup>th</sup> @4pm.

A motion was made by Scott Mathison and seconded by Rob Nelson to adjourn the meeting. Motion carried unanimously. Meeting ended @5:56pm.

Respectfully submitted.

Cori Thomas – Secretary/Treasurer  
Larsen Winchester Sanitary District