

**Meeting date: January 2, 2018**  
**Larsen Winchester Sanitary District Monthly Meeting**

Approved 1/2/18, December 6, 2017 meeting notes

The Commissioners of the Larsen Winchester Sanitary District met on December 6, 2017 at 4:00PM at the Winchester Town Hall. Present were President Mike Pfankuch, Scott Mathison, Rob Nelson, Cori Thomas, Jim Emmons, Larry Kriescher, Mike Siewert (Martenson & Eisele), Doug Gries (Ferguson Waterworks), Brian Reimer and Pam Marrari (McClone Agency).

President Pfankuch called the meeting to order. The minutes of the November 8, 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 #4 – Doug Gries from Ferguson Waterworks stopped in and said that he would download the MRX data to the Town of Clayton's laptop and he'll run the first reading with Holly to confirm everything works good. Holly already has the MRX. Cori also asked Doug to confirm the price regarding the trade-in value of \$2,500 for our older version (Trimble) since the invoice sent was listed as \$7,375 (our previous meeting we had approved the purchase price of \$7,375 and thought the trade in value of \$2,500 was going to be deducted from the price).

Agenda line item #3 – Brian Reimer and Pam Marrari from McClone Agency were in attendance to talk through our insurance policy. We updated the office information (previously Betty's address so it was updated to Cori's office location) and updated the remote meter leased equipment (from the Trimble to the MRX). They also went through the current addresses/locations for all items listed.

Agenda line item #5 Reason for Proposal – Regarding the Sewer Main Extension project, Mike Siewert stated that engineering (design and construction) costs vary (8-20% of project total). Mike quoted \$110,000 (approximately 10% of the project – Phase 1 of the project with the lift station). President Pfankuch asked Mike Siewert to follow up with an Agreement for Professional Services for a finalized fee schedule. There were also some questions regarding the bidding process that Mike Siewert helped resolve by talking through the whole process – running the bid in the newspaper/etc. The bids will be submitted and reviewed by Martenson & Eisele. Much discussion was had regarding the project and the research that Mike provided for numbers and the breakdown for the different phases/etc. The commissioners have a lot of questions regarding the financing and how to approach a project of this magnitude. Mike Siewert suggested we set up an appointment to discuss the financing with Ehlers (they have a lot of experience with these type of projects and can provide a wealth of knowledge to sanitary groups like ours). Mike Siewert will follow up with Ehlers and see how much they'll charge to come to a meeting and discuss assessments/how to set up financing/etc. The plan will be to have a special meeting if they are available before our January meeting.

Agenda line item #8 Mike Siewert's report – Mary Jo from Martenson & Eisele reviewed the report from Great Lakes (TVing done) and provided her recommendations for the necessary repairs (install six internal chimney seals in MH L-11, MH L-12, MH L-13, MH L-14, MH L-15 and MH L-16, grout the defective tap saddle between MH L-8 and MH L-9, grout the defective tap saddle between MH L-6 and MH L-7, and grout the sewer main between MH L-1 and Lift Station No. 5. A motion was made by President Pfankuch and seconded by Rob Nelson to go ahead and have Martenson & Eisele set up to get things fixed.

Jim Emmon's report:

Jim's bills were presented for checks (Badger Labs/Diggers Hotline/Crane Engineering). It seems like there was something wrong with numbers contained in a report from the DNR regarding the testing done by Badger Labs and the suspended solids results. Badger Labs got back to Mike Siewert and indicated the test that was done that showed excessive suspended solids was correct. They also indicated that the sample bottle had duck weed in it. Martenson & Eisele will follow up with Badger Labs to write an explanation of why the sample had duck weed in it, and how that affected our suspended solids number. They will also talk to Badger Labs and express their dissatisfaction with their sampling techniques, and put them on notice that sloppy sampling will not be tolerated in the future.

Agenda line item #6 – A discussion occurred regarding the shed on the Coop's land and if we should move it to our land by the ponds. Or another idea is to sell the shed if someone is interested in moving it and then building a new shed down by the ponds. We'll table the discussion regarding the shed building for now.

Agenda line item #9 – Cori's report regarding the Profit and Loss Budget versus Actual 2017. A few items were discussed but nothing else needs to be updated for line items. We haven't received the land rent for 2017 so Cori will follow up on this.

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

Billed paid in December:

1. Cori Thomas – Salary	\$700.00
2. Jim Emmons – Salary, 3 meetings	\$1,800.83
3. Scott Mathison – Salary, 3 meetings	\$600.28
4. Mike Pfankuch – Salary, 5 meetings	\$692.62
5. Rob Nelson – Salary, 3 meetings	\$600.28
6. Town of Clayton – Billing	\$666.67
7. Centurylink – phone bills	\$225.00
8. WPS – gas and electric bills	\$580.01
9. Jim Emmons – reimburse for seminar	\$40.00
10. Mike Pfankuch – reimburse for seminar	\$90.00
11. Great Lake TV & Seal, Inc.	\$4,547.32
12. Ferguson Waterworks – yearly mtn fee	\$999.97
13. Martenson & Eisele	\$3,707.50
14. US Treasury – 4 <sup>th</sup> Qtr 941 – payroll taxes	\$1,754.02
15. Diggers Hotline	\$46.48
16. Badger Labs – lab work	\$244.00
17. Crane Engineering – engineer work	\$2,518.88

Total: \$19,813.86
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Agenda line item #11 – public input. President Pfankuch let the group know that he passed his test and is licensed as an operator. He and Jim Emmons will attend the water treatment meeting next week in Wautoma. His seminar fee was higher than Jim's because he needed to join the organization and also pay for the meeting.

The next meeting date/time will be Tuesday, February 6, 2018 @4pm.

A motion was made by President Pfankuch and seconded by Scott Mathison to adjourn the meeting. Motion carried unanimously. Meeting ended @6:21pm.

Respectfully submitted.

Cori Thomas – Secretary/Treasurer  
Larsen Winchester Sanitary District