

Monthly Meeting date: July 5, 2022
Larsen Winchester Sanitary District

Approved June 7, 2022 meeting notes

The Larsen Winchester Sanitary District (LWSD) commissioners met on June 7, 2022 at 4:00PM at the Winchester Town Hall. Present were Chairman Scott Reif, Rob Nelson, Jeff Guth, Adam Blackburn, Connie Kreutzberg, Mike Pfankuch, Cori Thomas, Holly Stevens, Mary Jo Miller (Martenson & Eisele) and Matt Olson (Town of Winchester).

Chairman Reif called the meeting to order. The minutes of the May 9th, 2022 meeting were provided to the Commissioners to review before the meeting. Mary Jo requested a few revisions. A motion was made by Rob Nelson and seconded by Jeff Guth to accept the revised minutes. Motion carried unanimously.

Mike Williams attended the meeting to confirm that he still wants the LWSD shed that is located by the Coop. He needs to have concrete poured and obtain a permit to move it but it should be done soon. A motion was made by Jeff Guth and seconded by Adam Blackburn to allow Mike to have until November 1st 2022 to get it moved. Motion carried unanimously.

The Town of Winchester board appointed Connie Kreutzberg to fulfill Scott Mathison's term (expires 12/31/22). A motion was made by Jeff Guth and seconded by Rob Nelson to accept Connie as the new commissioner. Motion carried unanimously. Connie was continuously in attendance at our monthly meetings, has a good background to help with the LWSD and will be a great asset to the board.

Resident Dennis Clark, account adjustment – Dennis Clark had the incorrect meter head installed in 2019. When the error was discovered this year the LWSD requested Ferguson run a testing report to show the correct usage versus what he was charged. The commissioners agreed that it would be best to have a credit applied to the resident's account. Motion made by Adam Blackburn and seconded by Rob Nelson to allow the credit to be applied to Dennis Clark's account. Motion carried unanimously. It was also stated that if the resident requested anything different that it would be addressed at the next meeting. Cori will contact Dennis.

Cty Rd II and Brynmor Lane Sanitary Sewer Extension Project – Mary Jo requested that the LWSD approve the final payment for this project. The work was completed by Immel's on May 19, 2022. Motion made by Jeff Guth and seconded by Rob Nelson to approve the final payment. Motion carried unanimously. The public hearing will be after this meeting to determine how this payment will be billed out to the two property owners.

Mary Jo presented the CMAR (Compliance Maintenance Annual Report) for the board's approval. Mary Jo went through the report and discussed in more detail a few areas that are bringing our overall grade down. Mary Jo will work on getting clarification for a few items that should be updated before she submits the final copy (due June 30th). Motion made by Rob Nelson and seconded by Jeff Guth to accept Resolution 2022-02 with possible changes to the Op. Cert section (Mike's qualifications). Motion carried unanimously.

WDNR Facility Plan Review – Mary Jo relayed that she had a virtual meeting with Mark Stanek. At this time there are no official comments on our Facility Plan that she can discuss with the board. LWSD is included on the WDNR Project Priority List for Clean Water Funds, but it is unclear as to how much we will receive in principal forgiveness.

Total Energy Systems – Mike Pfankuch provided the commissioners with maintenance reports from Total Energy for necessary repairs that they are recommending at each of our lift stations. Specifically addressed was the lift station at Cty Rd II. It is a highly salted intersection and that is really affecting/rusting the lift station at that location. Motion made by Jeff Guth and seconded by Rob Nelson to have the repairs done at each of the three lift stations. Motion carried unanimously. Mike Pfankuch will contact them, signed copies to follow via email.

Border Agreement Litigation – The board received the letter from Steven Frassetto. All are in agreement that the letter looks good. Motion made by Jeff Guth and seconded by Adam Blackburn to approve the letter and have the attorney sent to both the Town of Winchester and the Town of Clayton. Motion carried unanimously. Cori will contact Steven and let him know.

Back page suggestions for the next billing – multiple things were discussed by the board but the number one thing that is causing problems at the lift stations are flushable wipes/tampons being flushed. We will run our public service announcement again with pictures for items not to be flushed. The board is hopeful that in the next quarter's billing we will have some updated information on the Facility Plan that can be shared.

Mary Jo's report – Mary Jo received the median household income for our area (the number listed was the town/CDP-based MHI for the LWSD area). The DNR will accept this number for our Facility Plan. The WPDEC Permit was submitted back in April. It expires in September but it is doubtful that we will get any information back by the end of the year. Mary Jo recommended that we add updating our ordinances/fee schedule as an agenda item at our July meeting. A resolution will need to be made with our new rates. Mary Jo provided the commissioners with a new contact list (including Connie) and provided Connie with a binder to help bring her up to speed for the district. Mary Jo asked the board if they wanted her to contact Ehler's at this point and it was decided that no, until we know more back from the Facility Plan with how much we'll need to borrow there is no need to contact Ehlers.

Chairman Reif recessed the monthly board meeting at 4:59pm so that we can move into the Special Assessment Meeting. Motion made by Jeff Guth and seconded by Rob Nelson, motion carried unanimously.

The Public Hearing for Special Assessment Meeting was opened and called to order at 5:03pm by Chairman Scott Reif. Kelly and Betty Schuelke (residents affected by the Special Assessment project/Cty Rd II property) were in attendance. Chairman Reif relayed that the project was done and that the LWSD has approved the payment to be made for the project. Multiple options were discussed for payment terms for the residents. The board agreed to accept the full amount by November 15, 2022 without any interest charges. If the residents are not going to hook up then it will continue to be deferred until the property owner requests to the LWSD that they be connected onto the sanitary sewer system, until the property owner's existing on-site wastewater treatment system fails, or until the property is sold to another owner. The board offered a 10 year installment payback period. Installments shall be placed on the next tax roll after the due date for collection, and shall bear interest on the unpaid balance at the same rate as the LWSD borrowing rate from our current bank (Verve Credit Union) as of the date the installments are placed on the tax roll. The residents are expected to cover all of the charges for this special assessment project. The LWSD shall waive the service connection permit fee included in the current Fee Schedule for each benefitted property owner at the time of connection to the sanitary sewer system. The District Clerk shall publish and mail a copy of the resolution and a statement of the final assessment to the property owner. This resolution will be added on to our July agenda to be voted on. Once approved, it will be recorded with the Register of Deeds.

Chairman Reif requested that a motion be made to close the Special Assessment Meeting. Motion made by Rob Nelson and seconded by Jeff Guth to close the Special Assessment Meeting. Motion carried unanimously. Special Assessment Meeting closed at 5:30pm.

Motion made by Chairman Reif and seconded by Jeff Guth to re-open the monthly board meeting. Motion carried unanimously to re-open the monthly board meeting at 5:30pm.

Mike Pfankuch's report – The May 2022 flows for Larsen were 572,780 and Winchester were 799,408. The combined total was 1,372,188 gallons for the month. This averages out to be 44,264 per day. Mike did the drawdown last Friday. It started out good but then stopped when the water color changed, per advice from other operators. The spring drawdown was 6,470,146 gallons. If we have a wet summer he may need to do another drawdown but will wait and see. The bugs are starting to do their job and helping with the sludge levels. Crane Engineering has started their maintenance, still have Larsen to do. Mike contacted Mike Stanek from the DNR to set up a tour of the pond. He'll see if he can also come to one of our meetings for a question and answer session. Mike will work with Connie on setting up a tour of the lift stations and ponds. Mike will start a group text to the other commissioners when maintenance is being done/etc. so they are involved and know what is being work on. This will be helpful when they are asked questions by residents.

Scott Reif's report – Scott received a few calls from the letters that were sent out and passed them along to the plumber. He also worked with Mike for the dialers to get done.

Cori Thomas's report – Cori worked with Mary Jo to complete her portion of the CMAR section and notice from the DNR for the Environment fees to be assessed by the DNR.

Bills were reviewed and presented to pay. Motion was made by Adam Blackburn and seconded by Rob Nelson to pay the bills as presented. Motion carried unanimously.

Bills paid in June:

1. Cori Thomas – salary	\$800.00
2. Mike Pfankuch – salary	\$1,887.65
3. EMC Insurance – ins	\$1,293.84
4. Adam Blackburn – salary & meetings	\$808.06
5. Jeffrey Guth – salary & meetings	\$804.99
6. Scott Reif – salary & meetings	\$915.85
7. Scott Mathison – salary & meetings	\$761.89
8. Robert Nelson – salary & meetings	\$761.88
9. Badger Labs – testing & inspections	\$653.00
10. Total Energy – repairs & mtn	\$1,915.90
11. Diggers Hotline – tickets	\$13.92
12. Centurylink – telephone	not sent, credit on account
13. Martenson & Eisele – engineering services	\$2,771.10
14. Mid American Research – mtn	\$480.00
15. Treeo's – lawn & drive upkeep	\$570.00
16. DNR – environmental fees	\$1,338.66
17. Cori Thomas – certified mail reimbursement	\$14.96
18. Ferguston Waterworks – meters	\$1,077.36
19. WI Dept of Revenue – payroll	\$228.99
20. US Treasury – payroll	\$3,815.52
21. Crane Engineering – repairs & mtn	\$8,274.00

22. Immel's Excavating Inc. – Cty II project	\$35,976.00
23. WPS – electricity	<u>\$634.76</u>
Total:	\$65,798.33

A motion was made by Connie Kreutzberg and seconded by Rob Nelson to adjourn the meeting. Motion carried unanimously. Meeting ended @5:58pm.

Respectfully submitted.
 Cori Thomas – Secretary/Treasurer
 Larsen Winchester Sanitary District

Our next meeting date/time is Tuesday 07/05/22 4:00pm at the Winchester Town Hall.
