

Meeting date: April 6, 2021
Larsen Winchester Sanitary District Monthly Meeting

Approved March 1, 2021 meeting notes

The Commissioners of the Larsen Winchester Sanitary District (LWSD) met on March 1, 2021 at 4:00PM at the Winchester Town Hall. Present were President Scott Reif, Scott Mathison, Rob Nelson, Mike Pfankuch, Cori Thomas, Mary Jo Miller (Martenson & Eisele) and Holly Stevens (Town of Clayton).

President Reif called the meeting to order. Residents were in attendance (Schuelke's) so President Scott Reif moved to Public input to discuss them adding into the sewer system. The board discussed the current situation with Mary Jo wondering the best setup for the sewer service to extend to them and if they are interested in joining in for sewer service. The LWSD would like to expand the area and mentioned that they would be open to sharing the cost if they would like to go ahead with the hookup now. If they decide later on to add on then the cost will all be on them to pay. Financing options through a special assessment on their tax bill could also be available. The Schuelke's expressed interest so the board will go ahead and get some estimates so that we can discuss again at our April meeting.

The minutes of the February 1, 2021 meeting were provided to the Commissioners to review before the meeting. A motion was made by Rob Nelson and seconded by Scott Mathison to accept the minutes. Motion carried unanimously.

The minutes of the February 2021 Special Meeting were provided to the Commissioners to review before the meeting. Mary Jo's meeting notes had February 17, 2021 but the meeting was on February 18, 2021. Mary Jo will update her notes with the correct date and then send them over for posting. A motion was made by President Reif and seconded by Rob Nelson to accept the minutes. Motion carried unanimously.

Holly Stevens (Town of Clayton) provided a new flyer for the commissioners to review for our first quarter (March 2021) billing. A motion was made by Rob Nelson and seconded by Scott Mathison to accept the new informational/education piece. Motion carried unanimously.

Approval of facilities plan: The commissioners reviewed the agreement of professional services regarding the Wastewater Treatment Facility Plan provided by Mary Jo. The scope of services and the different phases were listed. The estimated range of \$31,500 to \$38,500 was discussed and the commissioners agreed to the range. A motion was made by Scott Mathison and seconded by Rob Nelson to accept the proposed facility plan, with the stipulation that the plan will not exceed \$38,500. Motion carried unanimously.

Review of CMOM goals and audit measures: Mary Jo updated a few items since our last meeting. She also provided the commissioners with a design standards sheet that states standard specifications for any new construction. The LWSD will have this available for new residents. The generic permit form that is currently available was also reviewed. Cori will work on updating the permit form and have a draft copy available to review at our April meeting.

Revisit fee schedule: The commissioners approved to have Martenson & Eisele work on the facilities plan (note included in the above notes and this will include a sewer user rate study so it was decided to table this area for now and wait on the Sewer User Rate Study to be done before updating the fee schedule.

Mary Jo's report – Mary Jo covered all of her topics above. She asked for clarification about the markers and will take care of ordering them to install in the spring. President Reif also requested that Mary Jo touch base with Great Lakes to confirm that the LWSD is on their repairs and TV'ing schedule.

Mike Pfankuch's report – Mike provided the February 2021 flows for the commissioners – total of 842,106 gallons for the month. This was down when compared to January. This averages out to be 30,075 per day. Mike contacted Total Energy to take care of some maintenance items in the White Pines lift station. He received an estimate summary of \$987.95. Motion was made by Scott Mathison and seconded by Rob Nelson to approve the estimate and have the work completed. Motion carried unanimously.

Mike doesn't have an estimate yet from Black Haak for the electrical panel work. President Reif asked about having the electrical panel also include a hookup for a generator as a backup. Mike will contact Immels to set up possible backup generator options versus buying one.

President Reif's report – Along with the notes from President Reif above, he is continuously attending meetings and making inquiries to gain more knowledge and try to get the best material available for the LWSD board.

Cori's report – Cori received the updated 2021 lawn care contract from Treeo's. Motion was made by President Reif and seconded by Rob Nelson to approve their quoted rates. Motion carried unanimously. Cori will fax over the Treeo's contract and the Total Energy approved quote sheet.

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

Bills paid in March:

1. Cori Thomas – salary	\$800.00
2. Rob Nelson – salary & meetings	\$761.89
3. Scott Reif – salary & meetings	\$1,087.20
4. Scott Mathison – salary & meetings	\$761.89
5. Mike Pfankuch – salary	\$2,058.75
6. Town of Clayton – billing	\$666.67
7. Menn Law Firm Ltd – lawyer	\$189.50
8. Badger Labs – testing	\$408.00
9. Century Link – phone bills	\$250.00
10. Total Energy – repairs & maintenance	\$1,854.60
11. Martenson & Eisele – engineering	\$2,607.50
12. Wunderlich Plumbing – repairs & mtn	\$350.00
13. Crane Engineering – repairs & mtn	\$931.12
14. Diggers Hotline – tickets	\$22.60
15. WPS – electricity	\$640.99
16. US Treasury – 941 1 st quarter filing	<u>\$3,184.04</u>
Total:	\$16,574.75

A motion was made by President Reif and seconded by Rob Nelson to adjourn the meeting. Motion carried unanimously. Meeting ended @5:51pm.

Respectfully submitted.

Cori Thomas – Secretary/Treasurer
Larsen Winchester Sanitary District

Our next meeting date/time is Tuesday 04/06/21 4pm at Rob Nelson's shop, 5081 County Road II.
