

Meeting date: June 1, 2021
Larsen Winchester Sanitary District Monthly Meeting

Approved May 4, 2021 meeting notes

The Commissioners of the Larsen Winchester Sanitary District (LWSD) met on May 4, 2021 at 4:00PM at the Winchester Town Hall. Present were Chairman Scott Reif, Scott Mathison, Rob Nelson, Adam Blackburn, Mike Pfankuch, Cori Thomas, Matt Olson and Mary Jo Miller (Martenson & Eisele). Absent but excused was Commissioner Jeff Guth.

Chairman Reif called the meeting to order. The minutes of the April 6, 2021 meeting were provided to the Commissioners to review before the meeting. A motion was made by Scott Mathison and seconded by Rob Nelson to accept the minutes. Motion carried unanimously.

Town of Clayton's report – Holly provided the board with updated first quarter 2021 readings report. There were eight no reads (all are new and had letters sent 3/31, second letters sent 4/16.) She has two residents that have not contacted her to have new meters installed and asked if she should forward them on to Cori (for Bob Sorenson to send out letters). Chairman Reif would like to try and contact them one more time before we sent to Bob. Holly will provide him their contact information and Chairman Reif will update us at our next meeting. We had a billing issue that Cori called Holly about (customer called Cori regarding their billing statement). The matter was investigated and Doug Wunderlich was called to put a new meter head on. June's reading will let us know if things are back to normal. Holly asked the board for approval to reverse the incorrect billing and provide the customer with a corrected billing notice. The commissioners agreed this should be done. There are two zero consumption accounts without explanation with letters sent 3/31, one head replaced on 4/13. There are two new continuous leak accounts and both have been sent letters on 3/31.

Chairman Reif requested we go out of order on the agenda and jump down to Public and any other input. Steve Strubbe was in attendance and asked for some guidance on the rental property he owns and possible hooking up if he continues with the problems he's had with the grinder pump/etc.

Mary Jo provided the commissioners with the revised standard specifications for any new construction and Cori provided the commissioners with the Utility Service and Connection Permit. Both of these documents had minor revisions to be made after our last meeting. A motion was made by Rob Nelson and seconded by Scott Mathison to accept these documents. Motion carried unanimously. We will have these available at both town halls for new residents. Mary Jo also provided a clean copy of the CMOM Section 5 – Goals and Self Audit Measures for the Commissioners. There were a few minor changes need to our Emergency Contact List so Mary Jo will provide clean copies at our next meeting. Mike will contact the Back-up Wastewater Treatment Plant Operators that are listed to confirm that they will still be our backups/run through our procedures with them.

The CMAR is now available online. The commissioners agreed that Mary Jo should start working on it and have it available for them to review and approve at our June meeting.

Mary Jo is still working on the facility plan. She'll send through her information and copy the commissioners so they are kept updated.

Mike Pfankuch's report – Mike provided the April 2021 flows for the commissioners – total flows for Winchester were 691,900. Larsen was 408,805 for a combined total of 1,100,705 gallons for the month. This averages out to be 36,690 per day. Ponds are down/very low. There hasn't been much rain so this makes sense.

Last month Mike had an estimate from Fochs for the generator backup docking station. The commissioners had asked if any other things for the stations should be included. Mike called and got an estimate for the generator cord (approximately \$1,500). The commissioners decided to add this as an agenda item for the next meeting.

Mike was contacted by a resident regarding the manhole on Grandview Road. He will contact Immel's to get things taken care of. It was fixed last year but needs some additional work done.

Chairman Reif's report – He wondered if a commissioner would be interested in being Vice Chairman. Motion made by Scott Mathison and seconded by Adam Blackburn for Rob Nelson to be the Vice Chairman for the LWSD. Motion carried unanimously.

Cori's report – Cori received and filed PC505-A (Special District Boundary Changes Report) as No boundaries changed for this year. Cori received a report from the State of Wisconsin regarding our Notice of Personal Property Aid for 2021. They provided documentation that an overpayment was paid out to the LWSD in 2019 so we will not see any aid from the next couple of years until the overpayment has run out. It is a minor item but one that affects our budget each year so it should be shown in the minutes. We received a letter that Mike Pfankuch was approved for the Winnebago County Drainage District Board for a 5 year term. Cori provided updated billing/statement information to the group because Verve Credit Union changed systems and only had a partial month available when the minutes were emailed out.

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

Bills paid in May:

1. Cori Thomas – salary	\$788.07
2. Mike Pfankuch – salary	\$1,958.68
3. Town of Clayton – billing	\$666.67
4. Badger Labs – testing	\$408.00
5. Century Link – phone bills	\$225.00
6. Martenson & Eisele – engineering special project	\$10,626.50
7. Martenson & Eisele – engineering	\$1,601.50
8. Diggers Hotline – tickets	\$19.90
9. WPS – electricity	<u>\$645.87</u>
Total:	\$16,940.19

A motion was made by Scott Mathison and seconded by Rob Nelson to adjourn the meeting. Motion carried unanimously. Meeting ended @5:10pm.

Respectfully submitted.

Cori Thomas – Secretary/Treasurer
Larsen Winchester Sanitary District

Our next meeting date/time is Tuesday 06/01/21 4pm at the Town of Winchester Town Hall.
