

**Meeting date: July 6, 2021**  
**Larsen Winchester Sanitary District Monthly Meeting**

Approved June 1, 2021 meeting notes

The Commissioners of the Larsen Winchester Sanitary District (LWSD) met on June 1, 2021 at 4:00PM at the Winchester Town Hall. Present were Chairman Scott Reif, Scott Mathison, Rob Nelson, Jeff Guth, Adam Blackburn, Mike Pfankuch, Cori Thomas, and Mary Jo Miller (Martenson & Eisele).

Chairman Reif called the meeting to order. The minutes of the May 4, 2021 meeting were provided to the Commissioners to review before the meeting. A motion was made by Rob Nelson and seconded by Adam Blackburn to accept the minutes. Motion carried unanimously.

Mary Jo provided the commissioners with the Wastewater Discharge Monitoring Report and the Compliance Maintenance Annual Report (CMAR) via email to review before the meeting. The CMAR report needs to have a resolution passed and will be submitted via the commissioner's approval. Motion made by Scott Mathison and seconded by Rob Nelson to approve the CMAR. Roll call was taken for the resolution approval. 5 Ayes, 0 No. Resolution is approved: Resolution 2021-001.

Mary Jo provided an updated emergency contact sheet. She will email Mike a copy so that he can laminate and keep at all the lift stations. Great Lakes will probably be doing their televising and repairs in the next month or two. Rob requested that Mary Jo keep the commissioners in the loop for when they are coming (great for the new commissioners to see the process).

Bob Sorenson thanked Mary Jo for the revised boundary description and will use that in the town orders to be assigned in July. His office will be recording the orders and providing both Mary Jo and Cori with the recorded documents. There will be a public meeting Wednesday 6/16 at the Clayton Town Hall. Chairman Reif will be in attendance for the LWSD. Bob Sorenson also wanted to pass along our new contact with his retirement happening in June. Steve Frassetto will be the responsible attorney in the Menn firm for district matters.

Mary Jo is still working on the facility plan. Options are being reviewed on all ends as she reviews our overall plans for the future and what is best for the LWSD.

Agenda item #4 Generator docking station and cord – Mike contacted Kuettle's for a quote to dump (\$100/125 per hour) as a backup. All commissioners agreed that it is better to be prepared and approved the purchase of a generator and cord to be used at this time. Motion made by Jeff Guth and seconded by Rob Nelson to allow Mike to call and order these for a total not to exceed \$5500. Motion carried unanimously.

Mike Pfankuch's report – Mike provided the May 2021 flows for the commissioners. The combined total was 802,983 gallons for the month. This averages out to be 25,902 per day. Ponds are down/very low. This is the lowest read that Mike has ever had. Mike called and had them do the calibration (last done in 2019). The drawdown was done May 15-May 26, 2021. 6,447,000 total gallons/525,000 gallons per day were taken out.

Mike has some quotes from Total Energy for maintenance needed on the generators at the lift stations. A motion was made by Rob Nelson and seconded by Jeff Guth to approved the quoted prices and have the maintenance work done right away.

Motion carried unanimously. Jeff Guth mentioned that he'll contact someone else that he has a contact that he'll reach out to so we can have a second opinion/option going forward.

Pond 1 has slime on the top of the pond. Mike is watching this and will readdress at our next meeting. Mary Jo mentioned that we should have sludge levels done soon (last done in 2018). Mike will call Badger Labs and have them take care of that.

Chairman Reif's report – Chairman Reif attended two meetings with the Town of Clayton with Mary Jo and Mike regarding the costs for the LWSD to hookup/etc. There was a lot of discussion but still no numbers providing amounts at this time. The second meeting included McMahon and Village of Fox Crossing for how much our capacity will be in their sewer system. As he learns more information he'll provide it to the commissioners during our meetings.

Chairman Reif reached out to the two residents that hadn't responded to Holly's letters and both have now been in contact to get new meters installed. This is great news as no lawyer fees were needed this quarter.

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

**Bills paid in June:**

1. Cori Thomas – salary	\$788.07
2. Mike Pfankuch – salary	\$1,958.68
3. Chairman Reif – salary and meetings	\$963.67
4. Rob Nelson – salary and meetings	\$761.88
5. Scott Mathison – salary and meetings	\$761.88
6. Jeff Guth – salary and meetings	\$430.96
7. Adam Blackburn – salary and meetings	\$477.14
8. Town of Clayton – billing	\$666.67
9. WI DNR – Dept of Nat Res Fees	\$1,334.45
10. Wunderlich Plumbing – mtn	\$500.00
11. Badger Labs – testing	\$677.00
12. Century Link – phone bills	\$200.00
13. Martenson & Eisele – engineering	\$7,099.53
14. Treeo's – lawn and drive upkeep	\$180.00
15. Diggers Hotline – tickets	\$29.85
16. Total Energy – repairs & mtn	\$1,847.00
17. US Treasury - 941 Federal taxes	\$3,296.58
18. WI Dept of Revenue – WI taxes	\$336.00
19. WPS – electricity	<u>\$645.87</u>
Total:	\$22,955.23

A motion was made by Scott Mathison and seconded by Rob Nelson to adjourn the meeting. Motion carried unanimously. Meeting ended @5:08pm.

Respectfully submitted.

Cori Thomas – Secretary/Treasurer  
Larsen Winchester Sanitary District

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Our next meeting date/time is Tuesday 07/06/21 4pm at the Town of Winchester Town Hall.

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