

Meeting date: August 3, 2021
Larsen Winchester Sanitary District Monthly Meeting

Approved July 6, 2021 meeting notes

The Commissioners of the Larsen Winchester Sanitary District (LWSD) met on July 6, 2021 at 4:00PM at the Winchester Town Hall. Present were Chairman Scott Reif, Scott Mathison, Rob Nelson, Jeff Guth, Adam Blackburn, Cori Thomas, and Mary Jo Miller (Martenson & Eisele). Mike Pfankuch was absent (excused).

Chairman Reif called the meeting to order. The minutes of the June 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.

Holly from the Town of Clayton provided the commissioners with the second quarter meter reading report. There were four No reads and all were new. Letters went out to the residents to request meter updates. There was two Zero read/Zero consumptions with letters sent out/contact made. There were three meter accounts showing up on the Continuous Leak Report. Letters have been sent out to monitor/offering helpful hints and corrective action to take. Holly also provided the commissioners with a current list of Delinquent accounts as of June 29, 2021.

Mary Jo provided an updated emergency contact sheet because a few new changes were necessary since our last meeting. Great Lakes took care of the repairs we requested. Mary Jo also reached out to Badger Labs and requested they do an analysis of the sludge depths. The commissioners were sent the DMR report for June 2021 via email for their records. The commissioners were also sent the application for the Reissuance of the WPDES Permit (due April 3, 2022) via email. Mary Jo continues to work on the facility plan.

Mike Pfankuch's report – Mike has resigned from the Town of Clayton but will still be working with the LWSD. He is currently on vacation this year so Chairman Scott Reif presented his results. The June 2021 flows for Larsen was 503,596/daily average 16,783 gallons and Winchester was 587,564/daily average 19,585 gallons. The combined total was 1,091,060 gallons for the month. This averages out to be 36,368 per day. Mike still has to give Adam a tour of the ponds and has that planned for this next month. There is quite a bit of duckweed coverage on both ponds. A motion was made by Jeff Guth and seconded by Rob Nelson to have Mary Jo contact Lake and Pond Solutions Co. for a quote again (last time they treated the ponds was in 2019). Motion carried unanimously. It is a good time to have them come take a look at the ponds because the draw down has them at a lower level depth.

Chairman Reif's report – Chairman Reif authorized Mary Jo/Bob Sorenson to update our legal description to include the two lots discussed on Cty Rd II. He attended the Town of Winchester's meeting regarding the approval of the included lots. The LWSD still have the Town of Clayton's meeting left to receive their approval. Chairman Reif also authorized an emergency expenditure before the holiday weekend. The brainbox went out on the Larsen generator and needed to be fixed quickly. This invoice is included in our July bills to pay (Total Energy).

Jeff Guth will reach out to Mike Pfankuch with his contact discussed last month so that we can start to get additional quotes for repairs/maintenance items. He also brought up the idea to have a spreadsheet started to track repair items/preventative maintenance to help know what needs to be done on a more scheduled basis. The commissioners all agreed that this was a great idea and will request that Mike Pfankuch start working on this.

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

Bills paid in July:

1. Cori Thomas – salary	\$788.07
2. Mike Pfankuch – salary	\$1,958.68
3. Town of Clayton – billing	\$666.67
4. Century Link – phone bills	\$225.00
5. Martenson & Eisele – engineering	\$9,005.00
6. Treeo's – lawn and drive upkeep	\$915.00
7. Diggers Hotline – tickets	\$26.58
8. Total Energy – repairs & mtn	\$4,811.64
9. US Postal Services – postage	\$55.00
10. Cori Thomas – office expenses	\$100.07
11. Badger Labs – testing	\$2,846.00
12. Menn Law Firm – lawyer	\$900.00
13. Total Energy – repairs & mtn	\$6,185.56
14. WPS – electricity	<u>\$520.79</u>
Total:	\$29,004.06

A motion was made by Scott Mathison and seconded by Jeff Guth to adjourn the meeting. Motion carried unanimously. Meeting ended @4:45pm.

Respectfully submitted.

Cori Thomas – Secretary/Treasurer
Larsen Winchester Sanitary District

Our next meeting date/time is Tuesday 08/03/21 4pm at the Town of Winchester Town Hall.
