

Meeting date: December 7, 2021
Larsen Winchester Sanitary District Monthly Meeting

Approved November 8, 2021 meeting notes

The Commissioners of the Larsen Winchester Sanitary District (LWSD) met on November 8, 2021 at 4:00PM at the Winchester Town Hall. Present were Chairman Scott Reif, Scott Mathison, Rob Nelson, Jeff Guth, Cori Thomas, Mike Pfankuch, Holly Stevens, and Mary Jo Miller (Martenson & Eisele). Adam Blackburn was absent.

Chairman Reif called the meeting to order. The minutes of the October 5, 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.

Resident Chris Kabat attended the meeting regarding the parcel addresses 5222/5216 on County Road II to discuss the main extension project. He has been communicating with Mary Jo and provided some information on how construction was going. He also wanted the commissioners to know that he went with a grinder/ejector for the project instead of the full gravity sewer. Mary Jo requested that a motion be made for her to request approval from Winnebago County and the East Central Wi Planning Commission to file paperwork for the project. Motion made by Jeff Guth and seconded by Rob Nelson for Mary Jo to submit the necessary paperwork with the \$75/each payments. Motion carried unanimously. Chairman Reif discussed how the original lot setup as a single family is now an issue because it has been approved by the Town of Winchester board as a duplex on each parcel. With this setup each parcel will need separate sewer pipes/meters/etc. (which will be extra costs incurred for the LWSD). It was suggested that we provide the board with the overall costs involved converting sewer system for these parcels to see about sharing the costs. Mary Jo will work on an estimate to present to the Town of Winchester board.

Holly Stevens submitted an Agreement for LWSD Billing Services to cross train/consult on services. A minor change was requested for the wording on a line item. Motion made by Jeff Guth and seconded by Scott Mathison to approve the contract as presented/with the corrected change. Motion carried unanimously.

Mary Jo requested a comparison quote for the televising/repair work after our last meeting. She also was able to recommend revisions for the work being done when comparing both quotes. Because both quotes were comparable she recommends the board stay with Great Lakes TV Seal, Inc. Their maintenance quote for work to do in 2022 is \$14,985. A motion was made by Jeff Guth and seconded by Rob Nelson to approve this quote to cover all maintenance items listed. Motion carried unanimously.

Mary Jo submitted the WDNR Clean Water Funds application online last month. Mary Jo is doing a site visit in Forest Junction and asked if any of the commissioners would like to join her. A few commissioners expressed interest in going as it might be another option for us with the LWSD ponds.

Mike Pfankuch's report –The October 2021 flows for Larsen were 547,380 and Winchester were 633,333. The combined total was 1,180,713 gallons for the month. This averages out to be 38,087 per day. Jeff Guth requested that Mike create a quarterly report going forward for comparison purposes.

Mike met with Mike Naker from Mid-American Research Chemical Corp and is hoping to have him come in for our next meeting. He'll talk about ways to reduce sludge in our ponds with bugs. The commissioners

expressed interest and requested he come to our next meeting to speak. Scott Mathison asked about snowplowing. Mike will reach out to Treeo's and see if they are interested in plowing for us this year.

A motion was made by Chairman Reif to postpone the regular monthly meeting and go into the proposed 2022 Budget Hearing. Motion was seconded by Scott Mathison. Motion carried unanimously. Our regular meeting was adjourned at 5:16pm.

Chairman Reif then called the proposed 2022 Budget Hearing to order. Cori provided the commissioners with the budget used in 2021 (Actual versus Budget). She then provided the commissioners with the proposed 2022 budget. The first order of business was to set the 2021 mil rate. The LWSD exceeded their budget in 2021 and anticipate the same will happen in 2022 if the mil rate is left as is with the quotes we've received. After much discussion a motion was made by Jeff Guth and seconded by Scott Mathison to set the mil rate at 1.75% (the 2021 mil rate was 1.25%). This breaks down to .00175 per thousand. Motion carried unanimously. A motion was made by Scott Mathison and seconded by Rob Nelson to adopt the proposed 2022 budget. Motion carried unanimously. A motion was made by Rob Nelson and seconded by Scott Mathison to close the proposed 2022 Budget Hearing and go into the regular monthly meeting. Motion carried unanimously. Meeting ended at 6:06pm.

Chairman Reif then called the regular meeting to order to approve the proposed 2022 Budget. A motion was made by Rob Nelson and seconded by Scott Mathison to approve the proposed 2022 Budget. Motion carried unanimously.

Chairman Reif's report – he provided the board with a fee sheet and discussed other fees that towns are paying in anticipation of what fees we may see in the future.

Cori's report – our insurance billing changed from yearly to monthly which affects how things show up on the budget. The commissioners requested that she continue to pay monthly. Cori asked Holly about the new connection permit/standard specs sheet to see if they were included in the paperwork that she sent to Chris Kabat. Holly stated that with a new resident she tells them to connect with the LWSD so Cori will forward it to Chris for his new construction project.

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

Bills paid in October:

1. Cori Thomas – salary	\$788.07
2. Mike Pfankuch – salary	\$1,958.68
3. EMC Insurance – ins	\$1,293.81
4. Banyon Data Systems – billing software	\$3,780.00
5. Century Link – phone bills	\$100.00
6. Martenson & Eisele – engineering	\$4,945.00
7. PSI (Prof Svcs Industries Inc) – geothermal svcs	\$4,150.00
8. Menn Law Firm Ltd. – lawyer	\$310.00
9. Digger's Hotline – tickets	\$20.61
10. Treeo's – lawn & drive upkeep	\$965.00
11. Treeo's – lawn & drive upkeep	\$615.00
12. Badger Labs – testing	\$408.00

13. Digger's Hotline – tickets	\$19.14
14. Badger Labs – testings	\$269.00
15. Martenson & Eisele – reimburse for fees pd	\$150.00
16. WPS – electricity	<u>\$414.43</u>
Total:	\$20,186.74

A motion was made by Chairman Reif and seconded by Scott Mathison to adjourn the meeting. Motion carried unanimously. Meeting ended @6:14pm.

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

Our next meeting date/time is Tuesday 12/07/21 4pm at the Winchester Town Hall.
