

**Meeting date: January 4, 2022**  
**Larsen Winchester Sanitary District Monthly Meeting**

Approved December 7, 2021 meeting notes

The Commissioners of the Larsen Winchester Sanitary District (LWSD) met on December 7, 2021 at 4:00PM at the Winchester Town Hall. Present were Chairman Scott Reif, Adam Blackburn, Scott Mathison, Rob Nelson, Jeff Guth, Cori Thomas, Mike Pfankuch, Holly Stevens, Matt Olson, and Mary Jo Miller (Martenson & Eisele).

Chairman Reif called the meeting to order. The minutes of the November 8, 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.

Mike Naker from Mid American Research Chemical Corp provided some ideas for lagoon maintenance. He has options for cold and warm water maintenance using bacteria bugs. The commissioners were very interested in ideas he had to help with our sludge, duckweed, phosphorus, etc. Motion made by Scott Mathison and seconded Rob Nelson to purchase 35 pounds of the cold weather bacteria bugs for \$574. Mike Naker will deliver to Mike Pfankuch and help with the initial treatment. There was also a discussion of the potential cost savings if we purchase a boat to have Mike Pfankuch apply other treatments in the ponds going forward. Mike will contact Mike Naker in the spring (April) to purchase warm water bacteria bugs. A few other sanitary districts are using this approach and are very happy with the results.

Resident Chris Kabat attended the meeting regarding the parcel addresses 5222/5216 on County Road II to discuss the main extension project. We received both of the approved permits from Winnebago County but nothing yet from the DNR. Mary Jo discussed the next steps in the process, which is submitting for bids through the Post Crescent. She will take care of this and try to have any interested bids for our next meeting if it works out for posting/timing. 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/costs to extend to the second lot to see about sharing the costs. Mary Jo will work on that portion of the estimate to present to the Town of Winchester board.

Mary Jo is getting close to being done with the Facility Plan. She'd like to have it finished up this month and wondered if the commissioners were availability over the holidays if she could get it ready before Christmas. Chairman Reif asked that she contact him when she is ready and he'd take care of setting up a special meeting. Mary Jo requested that the meeting take place at Martenson & Eisele's office to take advantage of their big screen for reviewing the numbers/maps/etc.

Mary Jo and a few commissioners did a site visit in Forest Junction to look at their lagoon system. Jeff Guth took a lot of pictures and shared them during the meeting. There is a lot of positive feedback from being able to see how things are working there and what we can bring back to help with our district.

Mary Jo provided the commissioners with an email from the DNR about the two State Revolving Fund programs receiving significant additional funding over the next five years. More great news is that a large percentage of this funding will be as principal forgiveness (essentially grants). The commissioners are so happy

we started the Facility plan and expressed their appreciation that Mary Jo submitted the ITA for CWF in October for the SFY 2023 funds.

Mike Pfankuch's report –The November 2021 flows for Larsen were 333,110 and Winchester were 314,605. The combined total was 647,715 gallons for the month. This averages out to be 21,572 per day. The chloride numbers were very high in October and then down some in November (higher in Clayton versus Winchester). Mike wondered if some businesses might be causing this with washing trucks inside/etc. (Town of Clayton/Larsen Coop). Mary Jo will get some verbiage to Cori to get a letter written regarding this. Mike will continue to watch this.

Mike did a two week drawdown (11/1 to 11/14). Total gallons were 7,410,600. He wanted to be able to see the floor of Pond 2 and no muskrat holes (good news).

Mike had a pump failure in Larsen (pump 1 was installed in 2015). Mike reached out to Crane Engineering for a quote (rebuilding versus buying new). Motion was made by Jeff Guth and seconded by Scott Mathison to buy a new pump for \$5,826. Motion carried unanimously. Mike reached out to Treeo's to see if they were interested in plowing by the ponds. The commissioners discussed what snow depth before they need to come and decided on 2 inches or more. Amount quoted was \$65/occurrence. Motion made by Jeff Guth and seconded by Jeff Guth to sign the quote for snow removal with Treeo's. Motion carried unanimously. Mike has some maintenance to do with the manholes on Valley View/Pheasant Run but should be able to take care of it himself if he's able to borrow/utilize the right tools. If that doesn't work out then the commissioners told him to buy what he needs (minimal cost).

Chairman Reif's report – Scott has been busy with fielding many questions about the district, the Facility Plan and provided his information with Mary Jo's report. He's looking forward to hearing what Mary Jo has to report with the Facility Plan.

Cori's report – Cori provided the commissioners with the approved budget from last month and the updated Profit and Loss for the year (along with the higher expense areas broken down). Because of the increase to our levy, this will be very helpful for the commissioners to have in case residents ask why. She also provided the commissioners with up-to-date bank information and CD totals. These were also provided to Mary Jo for the Facility Plan project ahead of time. Mary Jo asked about the time frames of the CD's and the potential timing for one CD to be used for the Facility Plan project. Holly was at the meeting and initiated a talk of what to put on the back of the bills. We'll run the dirty dozen on the back. Holly and Cori will do this quarterly billing together on December 31<sup>st</sup>.

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 November:

1. Cori Thomas – salary	\$788.07
2. Mike Pfankuch – salary	\$1,958.68
3. Adam Blackburn – salary & meetings	\$657.47
4. Robert Nelson – salary & meetings	\$761.88
5. Scott Reif – salary & meetings	\$922.50
6. Jeffrey Guth – salary & meetings	\$755.12
7. Scott Mathison – salary & meetings	\$715.71
8. EMC Insurance – ins	\$1,293.81

9. Badger Labs – testing & inspection	\$2,448.00
10. Martenson & Eisele – engineering	\$6,772.50
11. Treco’s – lawn & drive upkeep	\$180.00
12. US Postal Services – postage	\$290.00
13. Cori Thomas – reimburse for office supplies	\$212.02
14. WPS – electricity	<u>\$681.24</u>
Total:	\$18,437.01

A motion was made by Chairman Reif and seconded by Scott Mathison to adjourn the meeting. Motion carried unanimously. Meeting ended @5:39pm.

Respectfully submitted.

Cori Thomas – Secretary/Treasurer  
Larsen Winchester Sanitary District

---

Our next meeting date/time is Tuesday 01/04/22 5:30pm at the Winchester Town Hall.

---