

Monthly Meeting date: February 1, 2022
Larsen Winchester Sanitary District

January 4, 2022 meeting notes – draft

The Commissioners of the Larsen Winchester Sanitary District (LWSD) met on January 4, 2022 at 5:30PM 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 December 7, 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. We received bids from two companies (Robert J. Immel Excavating and Kruczek Construction Inc.) for the sewer main extension projects discussed at the last couple of meetings (both for the Kabat duplex and the Cty Rd II/Brymor Lane). Permits have not been received back from the DNR. The commissioners are requesting that an 8 inch main be used for the duplexes (4 inch hookup that is there now would be acceptable for a single residence house but not for the duplexes he is building). Chris Kabat is interested in boaring under the road instead of the bid as presented and does not want to have the 8 inch requirement (with the flows he is predicting he thinks a 4 inch should be acceptable). He offered to pay some for the project but could not fund the whole project with the bids presented. The board offered up a deferral payment plan for the project – could do a linear foot assessment/payment plan if Chris would be interested in that. They also discussed waiving the hookup fees that would normally be charged so these payments could be applied to the project. Chris will be added to the Town of Winchester board to see if they will be willing to pay some towards the project. A motion was made by Scott Reif and seconded by Scott Mathison to require an 8 inch sewer main extension for service to parcels 028-0398-0305 and 028-0398-0304, located on Cty Rd II. Motion carried unanimously.

Holly and Cori went out together for the fourth quarter reading on December 31, 2021. The software and hardware installations were completed prior to the 2021Q4 readings. The MRX set up was changed to connect to the computer by Bluetooth, which caused some delay communications. Holly will contact Ferguson support to discuss the situation. We had twelve no reads (all new). Work orders were given to Doug at Wunderlich Plumbing. There were three residents showing up on the zero consumption report (transmitting but usage is showing as 0) and five showing up on the continuous leak report (4 were new). Letters were sent out for the items listed above.

Mary Jo consulted with the LWSD lawyer to see what is required for a public meeting (it is necessary before it can be sent to the DNR) to review the Facility Plan. Listing the Public Information Meeting notice in the local paper is sufficient but the commissioners feel that it would better attended if we sent out a mailing. Mary Jo will work on the wording for the Notice, with Cori or Holly taking care of the mailing. Chairman Reif will attend the Town of Winchester board meeting so that all are aware of the Facility Plan and are aware of the special meeting happening January 18, 2022. Mary Jo will get hard copies of the LWSD Facility Plan and of the Public Information Meeting Notice to the Town of Clayton and the Town of Winchester. A PDF copy of the plan will be mailed to Cori and Holly to post on the Town of Winchester website. These three Facility Plan viewing locations will be noted in the Public Information Meeting Notice.

Mary Jo also provided the board with an area community rate comparison to give the board an idea for the numbers in the Facility Plan. Last item was our WPDS Permit, which is due in April. The board asked Mary Jo to start working on it for the LWSD.

Mike Pfankuch's report –The December 2021 flows for Larsen were 365,740 and Winchester were 231,382. The combined total was 597,122 gallons for the month. This averages out to be 19,262 per day. Mike called Crane Engineering to come and calibrate, as the numbers seem to be off with the current readings. There is a problem with the power box at the lift station on the west side of County Road II going down the hill. The commissioners authorized Mike to get it fixed. Mike still needs to get manholes fixed he talked about at our last meeting. Mike started throwing the bacteria bugs into the ponds. He is seeing a lot of wipes in the ponds, causing more of a problem lately. Mike requested that we contact the fire department and have them come and spray down the lift stations. Motion made by Scott Mathison and seconded by Adam Blackburn to approve a \$200 donation to the Town of Winchester Fire Department, which we'll add to our billings in February. Motion carried unanimously.

Chairman Reif's report – Scott met with the Town of Clayton about the wording in the Border Agreement and if they are willing to help fund our project. The Town of Clayton expressed their concern over the wording and showed some interest in reopening the discussion of the LWSD being a stand-alone entity. Scott also would like to call Dave at Fox Crossing to talk about the Facility Plan recommendations that the LWSD should not go there to do the update at the plant. He'd like to keep him in the loop that the LWSD will probably not go with them, but still leave the option open pending the DNR review of the Facility Plan. Chairman Reif talked to the Town of Clayton and the Larsen Coop regarding the chloride numbers being high in October and then down some in November (higher in Clayton versus Winchester).

A discussion was brought up about buying a new laptop to use for the billing. Motion was made by Jeff Guth and seconded by Rob Nelson to approve spending up to \$2,000 for a laptop/printer/etc. Motion carried unanimously. Jeff mentioned that he would also like to see Mike have a printer so that he could provide a printout each meeting with his numbers and items being talked about.

Cori Thomas presented bills to pay. Motion was made by Adam Blackburn and seconded by Scott Mathison to pay the bills as presented. Motion carried unanimously.

Bills paid in January:

1. Cori Thomas – salary	\$793.69
2. Mike Pfankuch – salary	\$1,987.65
3. EMC Insurance – ins	\$1,293.81
4. Town of Clayton – taxes	\$2,053.96
5. Ferguson Waterworks – meters	\$3,273.10
6. Mid American Research Chemical – bacteria bugs	\$574.00
7. Centurylink – telephone	\$100.00
8. TCA Services, LLC – computer work	\$309.21
9. Wunderlich Plumbing – meter maintenance	\$250.00
10. Diggers Hotline – tickets	\$12.18
11. Martenson & Eisele – engineering	\$6,696.00
12. Treeo's – lawn & drive upkeep (3 bills @\$65 each)	\$195.00
13. Crane Engineering – repairs & mtn	\$346.00
14. WI Dept of Revenue – taxes withheld	\$350.84
15. US Treasury – 941 for 4 th quarter taxes	\$3,366.96

16. WPS – electricity

\$644.77

Total:

\$22,247.17

A motion was made by Rob Nelson and seconded by Jeff Guth to adjourn the meeting. Motion carried unanimously. Meeting ended @7:17pm.

Respectfully submitted.

Cori Thomas – Secretary/Treasurer

Larsen Winchester Sanitary District

Our next meeting date/time is Tuesday 02/01/22 4:00pm at the Winchester Town Hall.
