

**Monthly Meeting date: March 1, 2022**  
**Larsen Winchester Sanitary District**

February 1, 2022 meeting notes – draft

The Commissioners of the Larsen Winchester Sanitary District (LWSD) met on February 1, 2022 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, Matt Olson, and Mary Jo Miller (Martenson & Eisele). Two residents were also present. Adam Blackburn was excused.

Chairman Reif called the meeting to order. The minutes of the January 4, 2022 meeting were provided to the Commissioners to review before the meeting. A motion was made by Scott Mathison and seconded by Rob Nelson to accept the minutes. Motion carried unanimously. The minutes of the January 18, 2022 special meeting were provided to the Commissioners to review before the meeting. A motion was made by Scott Mathison and seconded by Rob Nelson to accept the minutes. Motion carried unanimously. The minutes of the Closed Meeting December 29, 2021 were provided to the Commissioners to review before the meeting. A motion was made by Rob Nelson and seconded by Jeff Guth to accept the minutes. Motion carried unanimously.

Border Agreement Litigation/Chairman Reif's report - Scott reached out to the LWSD lawyer (Steven Frassetto) to discuss the intergovernmental cooperative plan between the Town of Clayton and the Town of Winchester as well as the Town of Clayton's paperwork that was received. The Town of Clayton had consulted with their lawyer about their obligations as it related to the upgrades to the LWSD wastewater system that the LWSD is currently working on. The Town of Clayton's lawyer concluded that 'Clayton has no contractual or statutory obligation to finance any activities of the LWSD, including any improvements that may be required by the DNR'. He also stated that 'by statute, it is the LWSD itself, not the towns in which the LWSD operates, that is responsible to fix and collect charges and to levy property taxes or special assessments to finance its services or activities'. The LWSD's lawyer agreed with the findings that 'the LWSD is a separate legal entity, and is not a party to the Agreement, precluding the LWSD from enforcing the Agreement through equitable means'. His conclusion was that 'the LWSD continue to operate as a separate legal entity under Wisconsin Law'. Chairman Reif will reach out to Steven Frassetto again and ask that he create an official letter stating that the LWSD is a stand-alone entity and not governed by the Town of Winchester or the Town of Clayton. We will discuss this matter again at our March meeting.

Mary Jo's report/Facility Plan update - Mary Jo submitted the facility plan and now it is just a waiting game. Jeff Guth asked Mary Jo to follow up to see if a timeframe could be provided for a decision. Mary Jo will research and discuss at our March meeting.

Mary Jo's report/Annual chloride report - Mary Jo will complete the annual chloride report that is due March 31<sup>st</sup>. There isn't a lot of work involved, just some updating of the data tables. She will connect with Holly to see if any educational information was sent out to the residents on our quarterly billings and include that with the report.

Mary Jo's report/WPDES Permit renewal - Mary Jo will work on completing the WPED Permit renewal, which is due in April. She received DNR approval for the land application reporting forms that were submitted.

Mike Pfankuch's report – the manholes have been marked and he purchased the torch he needed so will start working on that maintenance soon. The January 2022 flows for Larsen were 341,250 and Winchester were

237,330. The combined total was 578,580 gallons for the month. This averages out to be 21,428 per day. Mike had called Crane Engineering to come and calibrate last month because the numbers seem to be off with the current readings. The numbers still appear off and various options were discussed for ways to check into them. Mike requested that Holly run a report from the Banyon software to get a list of all the gallons coming out of the house/totals per customers for each town to review flows. The commissioners are hoping some analysis can be done with the reports we have available and see if we can focus on the residents that are causing the flow issues. Mary Jo also suggested that Mike consult with Jim Emmons for his input and to reach out to Crane Engineering again for guidance.

Mike and Chairman Reif suggested we talk about rate increases/tax levy at our next meeting. Cori will add that as an agenda item.

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

Bills paid in February:

|  |                 |
|--|-----------------|
| 1. Cori Thomas – salary                            | \$793.69        |
| 2. Mike Pfankuch – salary                          | \$1,987.65      |
| 3. EMC Insurance – ins                             | \$1,546.84      |
| 4. Centurylink – telephone                         | \$225.00        |
| 5. Martenson & Eisele – engineering                | \$4,498.60      |
| 6. Digger’s Hotline – tickets                      | \$13.92         |
| 7. Holly Stevens – contracted services             | \$920.00        |
| 8. Treeo’s – snowplowing by ponds                  | \$130.00        |
| 9. Badger Labs – testing & inspection              | \$408.00        |
| 10. Town of Winchester – maintenance lift stations | \$200.00        |
| 11. USPS – stamps                                  | \$58.00         |
| 12. Crane Engineering – repairs & mtn              | \$351.00        |
| 13. Mike Pfankuch – reimburse for propane torch    | \$56.69         |
| 14. Holly Stevens – reimburse for postage          | \$116.00        |
| 15. WPS – electricity                              | <u>\$753.36</u> |
| Total:   | \$11,886.06     |

A motion was made by Scott Mathison and seconded by Rob Nelson to adjourn the meeting. Motion carried unanimously. Meeting ended @4:56pm.

Respectfully submitted.

Cori Thomas – Secretary/Treasurer  
Larsen Winchester Sanitary District

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Our next meeting date/time is Tuesday 03/01/22 4:00pm at the Winchester Town Hall.

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