

Monthly Meeting date: April 4, 2022
Larsen Winchester Sanitary District

March 1, 2022 meeting notes – draft

The Larsen Winchester Sanitary District (LWSD) commissioners met on March 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, Adam Blackburn, and Mary Jo Miller (Martenson & Eisele).

Chairman Reif called the meeting to order. The minutes of the February 1, 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.

Border Agreement Litigation – Last month both lawyers for the Town of Clayton and the Town of Winchester were in agreement that the LWSD is a separate legal entity under Wisconsin Law. The commissioners requested that Chairman Reif reach out to Steven Frassetto and ask that he create an official letter and send to both townships to confirm that the LWSD is a stand-alone entity and not governed by the Town of Winchester or the Town of Clayton.

Mike Pfankuch's report – Immel is coming this week for maintenance at the ponds (working on a valve at the ponds/pipe work). He is hoping this helps with some of the backup issues that are happening. Mike had a major issue with Pump 1 this weekend and needed Crane Engineering to repair a failed float/relay that burned up. We also have a belt that needs to be fixed so the Larsen and Cty Rd II/phone company stations will be shut down on Thursday so Kuettl's can fix/clean the wet well. We have been having issues with the flow meters so they will look at/quote new flow meters. Mike will confirm that they are compatible with the plant upgrade. Mike invited the commissioners to be there too so they could see the issues he's running into. The February 2022 flows for Larsen were 313,720 and at Winchester were 501,118. The combined total was 814,838 gallons for the month. This averages out to be 29,101 per day.

The commissioners asked about updates on the Kabat duplex project. Mike stated that it was going good but hasn't heard anything new from him so will check in. They did discuss finding a 90 degree pipe which now has a crack and needs to be fixed. There is concern about the open area and how long it will stay open. Holly will contact Chris and ask him to rope off/put barriers up. Chairman Reif asked about the sewer work on the other two lots and if we had a timeframe for that work. The commissioners reviewed that one of the residents attended a previous meeting and the options that were presented to them for hooking up/payment options/etc. Holly stated options that we should consider – set amount due at a certain date, special assessment with a flat interest rate, or a lien on the property that would be callable if the property was sold or their current system failed. Mary Jo mentioned that we should contact the LWSD lawyer to get his thoughts on how to special assess/etc. Chairman Reif said that he would ask about this when he called to inquire about the border agreement letter. Mary Jo was concerned about the 60 day quote we had for the project. The commissioners decided to approve the quote from Immel and asked Mike to touch base with them to say yes approved but will need to wait to do the work until we know what the lawyer says. Motion made by Jeff Guth and seconded by Adam Blackburn. Motion carried unanimously. Mary Jo will send out contracts once she knows information back from Chairman Reif. Cori and/or Holly could then create letters to send out to the residents but it was suggested to have the LWSD lawyer draft the letter so all of the correct wording/etc. is taken care of.

Mike asked the commissioners if they wanted to stay with Great Lakes or were interested in him getting in touch with Speedy Queen. Both Mike and Mary Jo have worked with Speedy Clean and like them. Mike will reach out and see if they would be interested in quoting for our systems. Mike asked Chairman Reif if he had any more information regarding the Larsen Heights development. Chairman Reif had not and will follow up with him to see what his intentions are/time frame.

Mary Jo asked about the findings from Mike's research (Holly ran reports for all the gallons coming out of the house/totals per customers for each town) so he could review the flows. Mike stated that the analysis was good and within the range they had hoped to see for flow numbers.

LWSD rates/discuss increase options/Chairman Reif's report – Scott asked about the area that our levy affects (billed residents within our service area or all of the residents in the LWSD area). Holly and Mary Jo were able to confirm that the levy is for all of the billed residents currently serviced by the LWSD. Cori provided the commissioners with Profit and Loss statements for the last three years and discussed the last budget comparison. The increase in repairs, maintenance, facility planning/engineering costs and systems upgrades has led us to the need to increase our rates. The commissioners reviewed necessary funds needed in the short term versus long term and decided on increasing the base rate by 400%, the flat rates by 40% and increase the volume charged by 40%. These changes will be implemented on our next billing cycle (end of March) with information added on the back of the bill. Motion made by Chairman Reif and seconded by Rob Nelson. Motion carried unanimously.

Mary Jo's report/Facility Plan update - Mary Jo submitted the facility plan and at our last meeting the commissioners asked her to follow up to see if a timeframe could be provided for a decision. Mary Jo stated that they will review things late March, have comments in April so we should hear from them after that.

Mary Jo's report/Annual chloride report - Mary Jo sent the annual chloride report to the commissioners to review via email before the meeting. Motion made by Rob Nelson and seconded by Scott Mathison to approve the report. Motion carried unanimously.

Mary Jo's report/WPDES Permit renewal - Mary Jo is still working on completing the WPED Permit renewal, which is due in April. It is required that we supply effluent testing results to them in this report but the LWSD isn't having them done until May (after our drawdown). Mary Jo will follow up and confirm that Badger Labs has this scheduled on their end.

Cori presented bills to pay. Motion was made by Rob Nelson and seconded by Jeff Guth to pay the bills as presented. Motion carried unanimously.

Bills paid in March:

1. Adam Blackburn – salary and meetings	\$783.04
2. Cori Thomas – salary	\$793.69
3. Jeffrey Guth – salary and meetings	\$849.40
4. Mike Pfankuch – salary	\$1,987.65
5. Robert Nelson - salary and meetings	\$854.24
6. Scott Reif – salary and meetings	\$1,056.02
7. Scott Mathison – salary and meetings	\$808.06
8. EMC Insurance – ins	\$1,293.81
9. Holly Stevens – contracted services	\$115.00
10. Immels – repairs and maintenance	\$150.00

11. WinHaven LLC – computer and software	\$1,191.00
12. Diggers Hotline – tickets	\$6.96
13. Centurylink – telephone	\$225.00
14. Martenson & Eisele – engineering services	\$3,713.30
15. Great Lakes – repairs and maintenance	\$13,607.75
16. Badger Labs – testing & inspection	\$408.00
17. Crane Engineering – repairs & mtn	\$395.50
18. US Treasury – 941 qtr payment	\$3,474.76
19. WI Dept of Revenue – qtr payment	\$247.09
20. Menn Law – lawyer	\$490.00
21. WPS – electricity	<u>\$677.27</u>
Total:	\$33,130.54

Other items – Adam has a new job and will not be able to meet on Tuesdays so the commissioners agreed to move our meetings to Monday’s going forward.

All board members expressed their condolences to Chairman Reif on the passing of his father.

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

Our next meeting date/time is Monday 05/09/22 4:00pm at the Winchester Town Hall.
