

Monthly Meeting date: May 9, 2022
Larsen Winchester Sanitary District

Approved April 4, 2022 meeting notes

The Larsen Winchester Sanitary District (LWSD) commissioners met on April 4, 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). Also in attendance were representatives from Ehlers Public Finance Advisors (Municipal Advisors - Jon Cameron and Lisa Trebatoski).

Chairman Reif called the meeting to order. The minutes of the March 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.

Ehlers Public Finance Advisors attended our meeting and provided the LWSD commissioners with a background of what services they offered and how they can help us with finding the lowest possible financing options for our upcoming project. If we would agree to hire them, the first thing they would do is send through a disclosure to document our relationship and to be recognized as our municipal advisor. Mary Jo and Chairman Scott Reif provided them with a background of the LWSD and where we are at for the Facility Plan. The Clean Water Fund Program was discussed as well as the USDA Rural Development Program as another possible source of grant money (Mary Jo will research and see if we are eligible for this one). Jon discussed two forms of loans, the General Obligation Debt (which we would only be able to borrow 5% of the total equalized value of the LWSD) as well as the Revenue Bond Debt (this option is mainly for large capital improvement projects). It is backed by the life of the debt, with the current market rate of 3% (subsidiary rate of 3% x .55). Most of the time debt is financed over 20-30 years. Mary Jo ran the LWSD studies based on 20 years. Motion made by Chairman Scott Reif and seconded by Rob Nelson to hire Ehlers as our financial advisor. Motion carried unanimously.

Border Agreement Litigation – The board is waiting on a letter from Steven Frassetto. When Cori/Scott receive this letter they will forward to the commissioners via email to approve before sending to the Town of Winchester and the Town of Clayton.

Facility Planning update/Mary Jo's report – Mary Jo handed out the Preliminary Assessment Resolution, Series of 2022 packet and discussed her role in preparing a report consisting of – a. Final Plans and Specifications, b. Statement of Estimated Assessment Costs, c. Schedule of Proposed Assessments, d. Statement of Benefits. She discussed the special assessment hearing procedures to follow (publishing in the newspaper, contacting all affected, and filing a final resolution). Mary Jo will contact Immels to get the work done. The board will meet next week (4/11 4pm) for this Special Meeting. The Facility Plan should be worked on soon with comments coming back from them in April.

Lake and Pond Solutions proposal – they are being proactive and sending out 2022 pond management proposals to get their schedule established. The commissioners went through the items being quoted (algae/plant/cattail treatments as well as the soft sediment survey for both ponds). Motion made by Rob Nelson and seconded by Scott Mathison to hold off on this work at this time. Motion carried unanimously. Mary Jo will reply and let them know.

Mary Jo filed our annual chloride report. The WPDES Permit renewal was submitted 4/1/22 via email. Badger Labs will do the sampling and get the results sent in as a follow up. Great Lakes was out 3/11 and 3/12, work is done. We should see that bill come through to pay at our next meeting (quote was \$14,985).

Mike Pfankuch's report – Mike thanked Scott Mathison for his help, had an issue at Larsen's lift station with floats getting stuck. The floats there are 40 years old. He requested a quote for an upgrade station level control (for a transducer upgrade, new float controller, digital level controller, new stainless steel enclosure, labor/etc. included – quoted price was \$8,500). He also had them provide a quote to have routine maintenance work done (quote came back at \$4,740 – which includes maintenance work done at all 5 lift stations, 10 pumps and 3 mixers). He has another quote for repair work from Crane Engineering for the Telephone Company LS Flowmeter install (\$9,486). Motion made by Adam Blackburn and seconded by Jeff Guth to approve the routine maintenance work to be done (quote of \$4,740). Motion carried unanimously. Mike Pfankuch requested that Scott Mathison either be paid extra for his time or receive an additional meeting for the time spent helping Mike at the lift station. Motion made by Scott Reif and seconded by Adam Blackburn to pay Scott Mathison an additional meeting. Motion carried unanimously. The commissioners requested that the monthly meeting versus being paid per hour discussion be added to our next agenda meeting (Mike may need to ask for more help from the commissioners in the future). The March 2022 flows for Larsen were 548,390 and Winchester were 834,023. The combined total was 1,382,413 gallons for the month. This averages out to be 44,593 per day. This is definitely an increase from the previous month's total and Mike was not surprised with this increase (lots of rain, snow melts). The flows are up, which is good and expected.

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

Bills paid in April:

1. Cori Thomas – salary	\$793.69
2. Mike Pfankuch – salary	\$1,887.65
3. EMC Insurance – ins	\$1,293.84
4. Holly Stevens – reimburse for supplies	\$247.49
5. Wunderlich Plumbing - maintenance	\$400.00
6. Diggers Hotline – tickets	\$3.48
7. Centurylink – telephone	\$250.00
8. Immel's – repairs/mtn	\$1,987.43
9. Martenson & Eisele – engineering services	\$1,760.00
10. Mid American Research – mtn	\$880.00
11. Kuettel's Septic – repairs/mtn	\$675.00
12. Badger Labs – testing & inspection	\$408.00
13. Crane Engineering – repairs & mtn	\$6,974.77
14. Menn Law – lawyer	\$148.50
15. WPS – electricity	<u>\$488.39</u>
Total:	\$18,198.24

2022 1st quarter billing report – Holly will provide the report for our May meeting. The Bluetooth connection was the problem with last quarter's problems so having it hard wired this time helped and the reading went great. Some no reads (but all were meters from 2007/2008) and a few zero consumptions so all seemed valid. Reports were forwarded to Doug Wunderlich for maintenance and letters were sent out.

Public input – Chris Kabat provided the commissioners with an update on his duplex project. His plumber looked at the existing lateral with a camera and all is good with a clean out. They measured the elevation and submitted it to Cori. She will provide the information to Mary Jo.

A motion was made by Scott Mathison and seconded by Adam Blackburn to adjourn the meeting. Motion carried unanimously. Meeting ended @5:45pm.

Respectfully submitted.

Cori Thomas – Secretary/Treasurer
Larsen Winchester Sanitary District

Our next meeting date/time is Monday 06/06/22 4:00pm at the Winchester Town Hall.
