

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

Approved April 11, 2022 Special meeting notes

The Larsen Winchester Sanitary District (LWSD) commissioners met on April 11, 2022 at 4:00PM at the Winchester Town Hall. Present were Chairman Scott Reif, Scott Mathison, Rob Nelson, Jeff Guth, Cori Thomas, Mike Pfankuch, Adam Blackburn, Matt Olson and Mary Jo Miller (Martenson & Eisele). A few residents also attended.

Chairman Reif called the meeting to order.

Preliminary Assessment Resolution – Mary Jo handed out the Preliminary Assessment Resolution packet (Cty Rd II and Brynmore Lane Sanitary Sewer Extension declaring our intent to exercise special assessment powers under Section 66.07, Wis. Statutes) at our 4/4 meeting with information for the commissioners to review (bid tabulation for the project, Martenson & Eisele's engineering current effort fees, the state statutes/legal language, and an example used in the past to review). Motion made by Jeff Guth and seconded by Scott Mathison to approve the project and get it moving forward. Motion carried unanimously. Mary Jo will prepare the special assessment write up/report. The commissioners requested that it state not assessed until hooked on, able to defer the assessment until their system fails or changes hands. The LWSD will pay for the project and be reimbursed. Rob Nelson asked what a typical time frame is for an assessment of this amount and 10 years was suggested.

Mike Pfankuch's reviewed the three repair/maintenance items from our 4/4 meeting in more detail. At this time he'd like to see the commissioners approve two of the three due to their importance. The first one is the repair work from Crane Engineering for the Telephone Company LS Flowmeter install (\$9,486). Second one is the updating of the dialing system at the three stations (\$2,798 x 3 stations, total \$8,394). Mike is running into communication issues with the old dialing system (40 years old) and needs to move it away from a land line and to cellular. Motion made by Scott Mathison and seconded by Rob Nelson to approve both projects (final total \$17,880). Motion carried unanimously. Jeff Guth requested that Mike put together a spreadsheet for other repairs and maintenance items he knows are needed and prioritize them. Then he would like Mike to get bids now for the rest of the items needed in the future so the commissioners have a maintenance program/reference to go from as an aid for future meetings and at budget time.

Matt Olson requested that a few commissioners attend the next Town of Winchester board meeting (Wednesday 4/20). Jeff Guth and Adam Blackburn will attend as well as Mary Jo to help with any Facility plan questions.

A few residents were in attendance and asked questions at the end of the meeting. The rate increase was discussed as well as addressing how much it will be for each homeowner for the upgrade. Chairman Reif mentioned the Facility Plan information and hiring Ehlers at our recent meeting. At this time the amount is unknown with available grant money/etc. The LWSD is doing all they can to keep the residents informed and shared the other options there were available (regionalization with Fox Crossing/etc.) Comparison rates were also discussed for other districts in our area.

Matt Olson asked for a list of numbers so he has contact information for each commissioner. Matt also is concerned for the Kabat duplex project with the open hole/tape around it. Mike Pfankuch will contact Chris Kabat to have this get taken care of.

A motion was made by Rob Nelson and seconded by Scott Mathison to adjourn the meeting. Motion carried unanimously. Meeting ended @4:45pm.

Respectfully submitted.

Cori Thomas – Secretary/Treasurer  
Larsen Winchester Sanitary District

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

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