

Monthly Meeting date: June 7, 2022
Larsen Winchester Sanitary District

Approved May 9, 2022 meeting notes

The Larsen Winchester Sanitary District (LWSD) commissioners met on May 9, 2022 at 4:00PM at the Winchester Town Hall. Present were Chairman Scott Reif, Rob Nelson, Jeff Guth, Mike Pfankuch, Holly Stevens, Adam Blackburn, Mary Jo Miller (Martenson & Eisele) and Matt Olson (Town of Winchester). Cori Thomas was absent – excused.

Chairman Reif called the meeting to order. The minutes of the April 4, 2022 meeting 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. The minutes from the Special April 11, 2022 meeting were provided to the Commissioners before the meeting. A motion was made by Jeff Guth and seconded by Rob Nelson to accept the minutes. Motion carried unanimously.

Mark Bombinski attended the meeting to ask about the LWSD shed that is still located by the Coop. The Drifters Snowmobile Club would like it if it is still available. There was an individual interested in it last year but it hasn't been moved yet. Chairman Reif will get their information/contact them. Motion made by Jeff Guth and seconded by Adam Blackburn to give the shed to the Drifters Snowmobile Club if the other party is not interested (added notes from 6/7 – other party is still interested/making arrangements for the shed).

The Treeo's contract is comparable to last year, with a fuel surcharge added in. Commissioners are in agreement to continue to work with them and feel they are doing a good job. Chairman Reif sent a signed copy in and Treeo's confirmed via email that it was received/on file.

The commissioners were sent the Ehler's proposal for Financial Advising Services via email to review. Motion made by Jeff Guth and seconded by Rob Nelson to approve the Ehler's contract rate of \$3,500. Cori will email them to confirm our agreement. Their payment for services will be invoiced in full upon completion of the work.

Mary Jo covered the engineering report for the Cty Rd II Sanitary Sewer Extension project. Motion made by Jeff Guth and seconded by Adam Blackburn to accept the engineering report. Motion carried unanimously. The next step is to get a Public Hearing meeting scheduled. The commissioners agreed to have it following our next meeting in June. The regular meeting will be June 7th 4pm and the Public Hearing meeting will follow at 5pm. Mary Jo will take care of the newspaper filing and forward to Cori the necessary paperwork for posting/mailing to the residents involved. Mary Jo covered the special assessment engineering report.

Hourly rate for commissioners/additional maintenance work – Mike Pfankuch may request additional help from the commissioners for some of his maintenance projects. The previous rate was \$12/hour and it was recommended that the new rate be \$15/hour. Motion made by Jeff Guth and seconded by Rob Nelson to have the new hourly rate will be \$15/hour. Motion carried unanimously.

Border Agreement Litigation – The board is waiting on a letter from Steven Frassetto. Cori will follow up with him to see what the status is. When the letter comes through she 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 relayed that the WI DNR will start to review our plan soon (in May). Mary Jo will continue to work closely with them. She'll work with Ehler's and see about getting the median income for Larsen/confirm Winchester's income. Ehler's will be a good reference to work with funding options that were discussed in our previous meeting (Clean Water Fund Program/USDA Rural Development Program were both referenced in the Facility Plan). Mary Jo will work on the CMAR and have it ready to review at our June meeting.

Mike Pfankuch's report – Mike talked to Chris Kabat, met with his plumber and approved his permit for the property on Cty Rd II. The dialers were installed by Crane Engineering. He would like to see if they can do a practice call to each of the commissioners listed to confirm they connect/phone # could be saved. The Solar Bee yearly maintenance for the aerators is happening Friday. Total Energy came and has some maintenance items that should be done. Mike will get a report for our next meeting. Badger Labs was out and took their samples. Mike will do his drawdown next week. The April 2022 flows for Larsen were 574,790 and Winchester were 991,146. The combined total was 1,565,936 gallons for the month. This averages out to be 52,197 per day. Mike provided the commissioners with a 5 year capital improvement plan. He will get some quotes for items listed so the commissioners have numbers to think about for our next budget.

2022 1st quarter billing report – Holly provided reports for the commissioners. There was 15 No Reads (5 repeats, 10 new). Letters were sent. 5 Zero Reads/Zero Consumption with letters sent out. 6 meter accounts with continuous leaks were reported. More meters have been ordered so will wait on sending out some of the second letters for now.

Scott Reif's report – Dennis Clark contacted Scott regarding a billing issue with this meter. It is fixed now but the meter he had installed was not working correctly and will be analyzed (head was incorrect for the body). Holly will work with Doug Griese to get his bill adjusted once he has his analysis done. With the recent passing of Scott Mathison, a few residents have expressed interest in filling the open Winchester spot. Names will be forwarded to Holly for the next Town of Winchester board meeting. There was a representative at the last Town of Winchester board meeting that suggested the LWSD ask for additional grant money for the facility upgrades needed. Scott created a letter and forwarded it to Holly/Matt to review/add additional information. The commissioners reviewed a hard copy of it during the meeting. Scott will keep us updated if he hears anything.

Bills were reviewed and presented 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 May:

1. Scott Mathison Benefit	\$100.00
2. Cori Thomas – salary	\$793.69
3. Mike Pfankuch – salary	\$1,887.65
4. EMC Insurance – ins	\$1,293.80
5. Holly Stevens – services	\$1,012.50
6. Badger Labs – testing & inspections	\$1,579.00
7. Diggers Hotline – tickets	\$5.22
8. Centurylink – telephone	\$250.00
9. Martenson & Eisele – engineering services	\$3,870.00
10. Mid American Research – mtn	\$880.00 (replacement check for #3415)

11. Badger Labs – testing & inspection	\$1,224.00
12. Crane Engineering – repairs & mtn	\$3,044.65
13. Menn Law Firm – lawyer	\$54.00
14. WPS – electricity	<u>\$866.50</u>
Total:	\$16,861.01

A motion was made by Rob Nelson and seconded by Jeff Guth to adjourn the meeting. Motion carried unanimously. Meeting ended @5:21pm.

Respectfully submitted.
 Cori Thomas – Secretary/Treasurer
 Larsen Winchester Sanitary District

Our next meeting date/time is Tuesday 06/07/22 4:00pm at the Winchester Town Hall.
 The Public Hearing for Special Assessment meeting is scheduled right after the regular meeting at 5:00pm.
