

Monthly Meeting date: September 6, 2022
Larsen Winchester Sanitary District

Approved August 2, 2022 meeting notes

The Larsen Winchester Sanitary District (LWSD) commissioners met on August 2, 2022 at 4:00PM at the Winchester Town Hall. Present were Chairman Scott Reif, Rob Nelson, Jeff Guth, Adam Blackburn, Mike Pfankuch, Cori Thomas, and Matt Olson. Connie Kreutzberg was absent – excused. Mark Stanek also was in attendance (WI DNR).

Chairman Reif called the meeting to order. The minutes of the July 5th, 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.

Mark Stanek from the WI DNR attended the meeting to discuss the ponds, regionalization and to answer questions from the commissioners. When asked about the status of our Facility Plan and where it was in their process for reviewing he stated that they had lost some staff so the review process for our facility plan will take longer than they expected. He will touch base with us via email for an estimate of the review date. He will also follow up with us regarding our expiring permit (expires in September).

Mary Jo asked the board to formally adopt the Final Assessment Resolution 2022-03. A motion was made by Adam Blackburn and seconded by Rob Nelson to approve Final Assessment Resolution 2022-03. Motion carried unanimously.

Mary Jo forwarded an email from WI DNR on the Clean Water Fund Program which had a link to an informational webinar that she'll be attending and offered for others to attend if they were free.

The commissioners reviewed LWSD Fee Schedule Resolution 2019-02. Rates for the sewer user fees were updated to: \$60 Quarterly Fixed Fee – 5/8" Residential, \$72 Quarterly Fixed Fee – 1 1/4" Commercial, \$135 Quarterly Fixed Fee – 2" Commercial. The sewer usage fee was updated to \$7 per 1,000 gallons discharged. The permit fee for disposal of a septic tank/holding tank was updated to \$30 per calendar year. The fee was updated to \$7 per 1,000 gallons disposed. The service connection permit fees were updated to \$30 for both the permit fee for construction of sewer lateral to building and the service connection. The title search for outstanding sewer was listed as \$30 for each search. The administrative fee was updated to \$30 if a water softener tune-up is arranged by the LWSD. The rest of the items remain unchanged. The updated fee schedule will be sent out via email to the commissioners and will be added as an agenda item/adopted at our September meeting (will be Resolution 2022-04).

Mike Pfankuch's report – The July 2022 flows for Larsen were 344,300 and Winchester were 685,371. The combined total was 1,029,671 gallons for the month. This averages out to be 33,215 per day. The flows are down but that is normal and similar to last year's numbers. The duckweed is starting to show up in the ponds. He'll update us next month to see if things stay the same or look worse. Total Energy is coming out Tuesday 8/9 to do their yearly maintenance. He'll let the other commissioners when he has a time.

Cori Thomas's report – we received a \$4.16 check for Computer Aid from WI Dept of Revenue. We also have a few residents with very high second quarter readings. Jeff Wunderlich has been contacted and will see if the readings are normal or if something is wrong with their meters/etc.

Bills were reviewed and presented to pay. Motion was made by Jeff Guth and seconded by Adam Blackburn to pay the bills as presented. Motion carried unanimously.

Bills paid in August:

1. Cori Thomas – salary	\$800.00
2. Mike Pfankuch – salary	\$1,887.65
3. EMC Insurance – ins	\$1,293.85
4. Cori Thomas – reimburse supplies	\$125.78
5. Envisionink – envelopes	\$122.00
6. Badger Labs – testing & inspections	\$408.00
7. Diggers Hotline – tickets	\$19.14
8. Martenson & Eisele – engineering services	\$2,210.00
9. Treeo’s – lawn & drive upkeep	\$1,907.50
10. Register of Deeds – fee for filing	\$30.00
11. WPS – electricity	<u>\$520.77</u>
Total:	\$9,324.69

A motion was made by Jeff Guth and seconded by Rob Nelson to adjourn the meeting. Motion carried unanimously. Meeting ended @5:34pm.

Respectfully submitted.

Cori Thomas – Secretary/Treasurer
Larsen Winchester Sanitary District

Our next meeting date/time is Tuesday 09/06/22 4:00pm at the Winchester Town Hall.
