

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

Approved September 6, 2022 meeting notes

The Larsen Winchester Sanitary District (LWSD) commissioners met on September 6, 2022 at 4:00PM at the Winchester Town Hall. Present were Chairman Scott Reif, Rob Nelson, Jeff Guth, Adam Blackburn, Connie Kreutzberg, Mike Pfankuch, Cori Thomas, and Matt Olson.

Chairman Reif called the meeting to order. The minutes of the August 2th, 2022 meeting were provided to the Commissioners to review before the meeting. A motion was made by Rob Nelson and seconded by Adam Blackburn to accept the minutes. Motion carried unanimously.

Mary Jo submitted her report items via email. Final resolution 2022-03 – Special assessment for Cty Rd II/Brynmor Lane Sewer Extension – The resolution was published in the Post Crescent on August 11, 2022. Cori mailed the signed resolution to the two residents August 4th, 2022 and mailed the signed/notorized resolution to Winnebago County Register of Deeds as a lien against the benefited properties. We received the accepted/recorded copy back September 1, 2022.

The commissioners reviewed the updated fee schedule and voted to pass Resolution 2022-04. Formal vote was taken, with all commissioners voting yes in agreement for the updated fee schedule. Motion carried unanimously.

The WI DNR Clean Water Fund ITA (Intent to Apply) is due October 31, 2022. The board discussed their frustration with how far behind the WI DNR is for reviewing our permit and facility plan. The area is tabled and will be kept on the agenda for our October meeting.

Mike Pfankuch's report – The August 2022 flows for Larsen were 441,470 and Winchester were 957,758. The combined total was 1,399,228 gallons for the month. This averages out to be 45,136 per day. August was very wet so numbers are higher. All is going good with the ponds. Mike provided the commissioners with some handout material from S.S.I. (Sealing Systems, Inc.) and talked about I&I in our sewers. This company seals manholes and he would recommend a two year project to be considered, including Larsen for the 2023 budget and Winchester for the 2024 budget. Mike will contact the Tums site and update to his information.

Scott Reif's report – From previous meeting discussions and looking for ways to help bring down our budget for the 2023 calendar year, a few areas were discussed in more detail. Scott is exploring a few options for ways to help with our engineering bill. Mike Pfankuch will train to complete the Discharge Monitoring Reports. Mike is also getting comparisons for repairs/maintenance items. Cori will research insurance options.

Cori Thomas's report – Cori talked to Holly and requested that Rob Nelson also have a key for the Winchester Town Hall for the board meetings. Cori and Holly will work on updating the information listed on the quarterly reports. Holly and Doug Gries are still working on the few high meter readings and will report their findings when they know more.

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

Bills paid in September:

1. Cori Thomas – salary	\$800.00
2. Mike Pfankuch – salary	\$1,887.65
3. Adam Blackburn – salary & meetings	\$715.72
4. Connie Kreutzberg – salary & meetings	\$669.54
5. Jeff Guth – salary & meetings	\$715.71
6. Rob Nelson – salary & meetings	\$715.72
7. Scott Reif – salary & meetings	\$681.15
8. EMC Insurance – ins	\$1,293.79
9. Crane Engineering – flowmeter	\$9,624.00
10. Martenson & Eisele – engineering services	\$520.00
11. Diggers Hotline – tickets	\$17.40
12. Badger Labs – testing & inspections	\$408.00
13. Total Energy – repairs & mtn	\$1,047.22
14. Treeo's – lawn & drive upkeep	\$1,157.50
15. Menn Law Firm – lawyer's services	\$81.00
16. Hartland – office supplies	\$171.36
17. WPS – electricity	<u>\$624.41</u>
Total:	\$21,130.17

A motion was made by Jeff Guth and seconded by Rob Nelson to adjourn the meeting. Motion carried unanimously. Meeting ended @4:51pm.

Respectfully submitted.

Cori Thomas – Secretary/Treasurer
Larsen Winchester Sanitary District

Our next meeting date/time is Tuesday 10/04/22 4:00pm at the Winchester Town Hall.
