

Monthly Meeting date: November 8, 2022
Larsen Winchester Sanitary District

Approved October 4, 2022 meeting notes

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

Chairman Reif called the meeting to order. The minutes of the September 6th, 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 third quarter meter reading went good. There were 12 no reads, 3 repeats and 9 new. All addresses have 2007 and 2008 meters and will need to be replaced. Letters have been sent. There were two zero consumption accounts and letters sent to both. Five meter accounts with continuous leaks being reported with letters sent. If they continue on next quarter's report the board may have the lawyer have letters sent, if needed. There is a backlog for meters so as they come in we'll have replacements scheduled. There was a note added to all third quarter billing that if not paid by November 1st the outstanding bill will be transferred to their real estate bill.

Wetland delineation – nothing heard back from the DNR as of now by Mary Jo or Scott so it was decided to wait on this proposal. It was also talked about if the Facility Plan would be valid by the time the DNR reviews for pricing/etc. Mary Jo will let the group know and add as an agenda item when she hears back from the DNR.

Review maintenance agreement for the Solar Bees – Our previous maintenance agreement term is up (they are coming October 25th for the last round of maintenance). Mike Pfankuch provided the board with options for renewing. We have normally went with the three year maintenance plan to lock in the price but the board decided that three years was too far out with the Facility plan upgrades that will take place so the one year plan seems to be the only option. Mike will follow up with IXOM to see if they have a two year comparative rate that we could lock in. Motion made by Jeff Guth and seconded by Rob Nelson to approve the one year option unless the two year rate comes through at a better deal overall. Mike will follow up via email with what he finds out.

The WI DNR Clean Water Fund ITA (Intent to Apply) was tabled in our September meeting. Scott Reif gave Mary Jo the okay to start working on it because of the due date of October 31, 2022. She had to prepare two reports again and both have been submitted.

Mary Jo's office received the latest bill from Great Lakes for their televising work. This will be added to our November bills to pay. Mary Jo will contact them and ask for their repairs report to help with our November budget meeting.

Mike Pfankuch's report – The September 2022 flows for Larsen were 665,480 and Winchester were 820,734. The combined total was 1,486,214 gallons for the month. This averages out to be 49,540 per day. September was very wet at the beginning of the month. The system is running good, ponds looks good with Pond 1 being a little green but the frost should help with this. Pond 2 looks good. Mike will be on vacation this next week but has coverage setup while he is gone. Scott Reif received a call about some black water by the Arrowhead River and was asked to investigate to confirm it was not being caused by the LWSD. Total Energy repaired the

generator and we will see a bill for that soon. This will probably always be a problem at this location with the amount of salt that is put down during the winter. Mike has been getting a lot of locate requests and mentioned taking care of the winter maintenance soon.

Scott Reif's report – Scott mentioned that Mike Pfankuch will start to complete the Discharge Monitoring Reports and will have Mary Jo prepare her report and send via email instead of attending all of the meetings to help bring down monthly costs. As issues arise and the DNR starts providing some feedback we will request her to attend meetings, as needed.

Cori Thomas's report – Cori talked to an insurance rep and he will provide a comparison for our insurance needs to see if we may be able to work locally and save some money. Doug Gries mentioned that Neptune will be cloud based now so we will need to add that for our budget meeting for an additional yearly expense. An updated profit/loss vs budget report was provided to the board to review for our November budget meeting. Cori will check on current CD rates and see if anything is available for a short time period with one maturing at the end of November.

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 October:

1. Cori Thomas – salary	\$800.00
2. Mike Pfankuch – salary	\$1,887.65
3. EMC Insurance – ins	\$1,293.79
4. Crane Engineering –repairs & mtn	\$1,133.65
5. Martenson & Eisele – engineering services	\$2,035.00
6. Diggers Hotline – tickets	\$34.80
7. Badger Labs – testing & inspections	\$408.00
8. Kuettel's Septic – repairs & mtn	\$225.00
9. Treeo's – lawn & drive upkeep	\$1,065.00
10. US Treasury – 941/taxes	\$3,731.32
11. WI Dept of Revenue – state taxes	\$263.30
12. CNA Surety – insurance bond	\$100.00
13. Heartland Environmental Dist, Inc. – mtn	\$151.59
14. WPS – electricity	<u>\$549.62</u>
Total:	\$13,678.72

A motion was made by Rob Nelson and seconded by Connie Kreutzberg to adjourn the meeting. Motion carried unanimously. Meeting ended @5:26pm.

Respectfully submitted.

Cori Thomas – Secretary/Treasurer
Larsen Winchester Sanitary District

Our next meeting date/time is Tuesday 11/08/22 4:00pm at the Rob Nelson's shop (election at the Winchester Town Hall).
