

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

Approved November 8, 2022 meeting notes

The Commissioners of the Larsen Winchester Sanitary District (LWSD) met on November 8, 2022 at 4:00PM at the Rob's shop (due to the election at the Winchester Town Hall). Present were Chairman Scott Reif, Rob Nelson, Jeff Guth, Cori Thomas, Mike Pfankuch, Connie Kreutzberg, and Adam Blackburn.

Chairman Reif called the meeting to order. The minutes of the October 4, 2022 meeting were provided to the Commissioners to review before the meeting. A motion was made by Rob Nelson and seconded by Connie Kreutzberg to accept the minutes. Motion carried unanimously.

Review sanitary sewer repairs – Great Lakes provided a list of repairs and lateral work that they recommend based on defects noted during the 2022 televising report sent via Martenson & Eisele. Mike will research the laterals with leaks and have information for our next meeting.

Review repairs/maintenance report – Mike Pfankuch presented the commissioners with a list of proposed repair and maintenance items for the 2023 budget. All yearly maintenance items were discussed and will be added to the budget. Other major repair items were reviewed and the respective timeline needed so we can have some done this year and add for the 2023 budget and then plan ahead for the 2024 budget.

Review 2 year agreement sent via email – a revised maintenance quote was received from IXOM Watercare, Inc. for the solar bee contract. The commissioners approved a year term with one maintenance stop for \$2,891.00. A motion was made by Adam Blackburn and seconded by Jeff Guth to accept the quote. Motion carried unanimously. Cori will forward the signed quote through via email.

Review CD rates and insurance quotes – Cori provided the commissioners with current CD rates. The commissioners relayed that the uncertainty of the timeframe for the Facility Plan approval and plant upgrades are behind the decision for renewing a short term CD. Motion made by Jeff Guth and seconded by Rob Nelson to invest \$500k into a 9 month CD for the maturing CD (due 11/29/22). The remainder will be added to our Money Market for the major repairs happening in 2023. Motion carried unanimously. Cori will follow up with Becky at Verve CU. Cori received two comparable quotes for our current insurance coverage. The commissioners asked for a few more items to be verified/confirmation back regarding ratings. If that information is sufficient then all are in favor for switching the Cincinnati policy presented. Jeff Guth made a tentative motion based on the research for the Cincinnati policy which was seconded by Rob Nelson. Motion carried unanimously.

Resident Fahley's credit for incorrect meter head – the commissioners received the overcharge correction for services report via email. A recommendation was made to credit the resident's account for the statutory look back period term discussed. Motion made by Adam Blackburn and seconded by Jeff Guth for the credit to be applied. Motion carried unanimously. Mike Pfankuch will stop and let the resident know. Cori will contact Holly/Wunderlich Plumbing to address the issue.

Mary Jo's report via email – the State Fiscal Year 2024 Clean Water Fund Program Intent to Apply and Priority Evaluation Ranking Formula documents were submitted to WDNR on October 5, 2022 for the LWSD Wastewater Treatment Plant Upgrade. Mary Jo has not received any additional correspondence with WDNR

regarding their review of the LWSD Facility Plan. Mary Jo provided an estimate of the engineering services for the 2023 budget.

Mike Pfankuch's report –Mike submitted the DMR (was due 11/15). The October 2022 flows for Winchester were 889,643 and Larsen was 392,000. The combined total was 1,281.643 gallons for the month. This averages out to be 41,343 per day.

Chairman Reif's report – he wanted the commissioners to know that he has talked to a few representatives and it sounds like the LWSD may have additional Wisconsin dollars available for our upgrades. He will provide more information as he receives it from them.

A motion was made by Chairman Reif to postpone the regular monthly meeting and go into the proposed 2023 Budget Hearing. Motion was made by Adam Blackburn and seconded by Jeff Guth. Motion carried unanimously. Our regular meeting was adjourned at 5:46pm.

Chairman Reif then called the proposed 2023 Budget Hearing to order. Cori provided the commissioners with the budget used in 2022 (Actual versus Budget). She then provided the commissioners with the proposed 2023 budget. The first order of business was to set the 2023 mil rate. The LWSD exceeded their budget in 2022 with multiple repair/maintenance items needed but with the increase in our quarterly billings that happened in 2022 the commissioners were hopeful that we would be able to leave the mil rate the same as it was in 2022. After much discussion a motion was made by Jeff Guth and seconded by Rob Nelson to set the mil rate at 1.75% (the same as the 2022 mil rate). This breaks down to .00175 per thousand. Motion carried unanimously. A motion was made by Jeff Guth and seconded by Rob Nelson to adopt the proposed 2023 budget. Motion carried unanimously. A motion was made by Rob Nelson and seconded by Connie Kreutzberg to close the proposed 2023 Budget Hearing and go into the regular monthly meeting. Motion carried unanimously. Meeting ended at 6:20pm.

Chairman Reif then called the regular meeting to order to approve the proposed 2023 Budget. A motion was made by Rob Nelson and seconded by Jeff Guth to approve the proposed 2023 Budget. Motion carried unanimously.

Cori Thomas presented the current monthly bills 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 November:

1. Cori Thomas – salary	\$800.00
2. Mike Pfankuch – salary	\$1,887.65
3. EMC Insurance – ins	\$298.00
4. Great Lakes – mtn	\$4,439.42
5. Martenson & Eisele – engineering	\$845.00
6. Wunderlich Plumbing – repairs & mtn	\$650.00
7. Banyon Data Systems – renewal/yearly	\$735.00
8. Cori Thomas – reimburse for PO Box	\$66.00
9. Digger's Hotline – tickets	\$17.41
10. Treeo's – lawn & drive upkeep	\$395.00
11. Treeo's – lawn & drive upkeep	\$285.00
12. Badger Labs – testing	\$408.00

13. Ferguson Waterworks – meters	\$4,948.60
14. Crane Engineering – mtn	\$815.90
15. Wunderlich Plumbing – repairs & mtn	\$690.90
16. WPS – electricity	<u>\$579.15</u>
Total:	\$17,861.03

A motion was made by Jeff Guth and seconded by Rob Nelson to adjourn the meeting. Motion carried unanimously. Meeting ended @6:27pm.

Respectfully submitted.

Cori Thomas – Secretary/Treasurer
Larsen Winchester Sanitary District

Our next meeting date/time is Tuesday 12/06/22 4pm at the Winchester Town Hall.
