

**Meeting date: January 3, 2023**  
**Larsen Winchester Sanitary District Monthly Meeting**

Approved December 6, 2022 meeting notes

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

Chairman Reif called the meeting to order. The minutes of the November 8, 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.

Maintenance contract for the ponds – regarding the Solar Bee contract, Mike received a call that they couldn't get out to do the annual maintenance/fulfilled this year's contract so they have extended our term to the spring (May 2023 will be their next visit and will then fulfill the contract term). We had signed a 1-year contract so Mike will contact them and say yes May 2023 is fine for the next visit and to have the 1-year contract extend to May 2024.

A portion of our CD was renewed and paperwork from Verve CU was signed/submitted by Cori after the meeting. We also received the letter of credit for coverage from Verve CU for the additional coverage on our accounts.

Holly Steven's contract for 2023 was discussed. Motion made By Jeff Guth and seconded by Rob Nelson to renew her contract for 2023 and increase her monthly rate by 2.5%. Motion carried unanimously.

Mary Jo's report via email – Mary Jo has not received any additional correspondence with WNDR regarding their review of the LWSD Facility Plan. Mary Jo attached an email from Great Lakes TV from November 30<sup>th</sup> discussing their sanitary sewer repair work that had been done (authorized November 2021). This information was discussed below (under Mike's report). Mary Jo also attached an email from Great Lakes TV, which included a quote for work to be done in 2023/2024. Mike will touch base with Speedy Clean and have them review the necessary repairs to get a comparison quote. We will add this to our next agenda to talk about when Mike receives their quote.

The board decided to continue to receive the engineering report via email. Chairman Reif will email Mary Jo and let her know this information and that we will contact her to attend the meetings as needed.

Mike Pfankuch's report – The November 2022 flows for Winchester were 826,833 and Larsen was 402,070. The combined total was 1,228,903 gallons for the month. This averages out to be 40,963 per day. Mike started the drawdown on November 1<sup>st</sup> and all went good. The drawdown was finished up on November 16<sup>th</sup>. He has stopped by Fahley's three times and hasn't gotten to talk to anyone about the meter credit. He will keep trying and let us know at the next meeting. Mike will touch base and have Treeo's plow down to the ponds again this winter. Mike had an issue at the telephone company station. Crane Engineering will be coming out December 7<sup>th</sup> to fix things. Mike has tried to set up a time with Mark Stanek at WDNR for their yearly pond tour with him but he hasn't been able to meet. He does need this meeting to happen for the CMAR, so will follow up with Mark via email so that he can have his response for not meeting in writing to submit.

Great Lakes Repairs - Mike will work on getting the names of the residents that were listed for necessary repairs on the televising report. We'll have the lawyer draft a letter/permission slip to send out. Mike will work

with Holly for what to send out for the first quarter billing invoices (clear water, ordinance information regarding I&I, etc.) Commissioners should review the ordinances before the next meeting as it will add as a line item for discussion at our January meeting. Mike will also research and see what other districts are doing for I&I.

Chairman Reif's report – he talked with Doug from Wunderlich Plumbing about the meter heads and all should be good going forward. He also talked through the address in question last meeting and agreed with Doug billing the LWSD for the correction. Holly let the group know that Doug Griese at Ferguson has moved into a new roll at Ferguson so we will be working with a new salesman. She'll let us know name/etc. when she knows. There are about 50-60 meters left to replace and we are working our way through the old ones getting updated as new ones are available.

Cori Thomas presented the current monthly bills to pay. Motion was made by Adam Blackburn and seconded by Jeff Guth to pay the bills as presented. Motion carried unanimously.

Bills paid in December:

1. Cori Thomas – salary	\$800.00
2. Mike Pfankuch – salary	\$1,887.65
3. Adam Blackburn – salary & meetings	\$669.53
4. Connie Kreutzberg – salary & meetings	\$715.71
5. Jeffrey Guth – salary & meetings	\$715.71
6. Robert Nelson – salary & meetings	\$715.71
7. Scott Reif – salary & meetings	\$681.15
8. Martenson & Eisele – engineering	\$455.00
9. Treeo's – lawn & drive upkeep	\$5.00
10. Digger's Hotline – tickets	\$27.84
11. Badger Labs – testing	\$408.00
12. Crane Engineering – mtn	\$1,493.72
13. Badger Labs – testing	\$262.00
14. Holly Stevens – subcontractor/billing	\$1,800.00
15. Cori Thomas – reimburse supplies	\$528.43
16. Holly Stevens – reimburse postage	\$187.20
17. Family Insurance Co – insurance	\$6,751.00
18. WPS – electricity	<u>\$647.70</u>
Total:	\$18,751.35

Connie had a resident approach her for an update on the Facility plant. Scott Reif said that anytime residents have a question or would like information have them call him or attend the meetings. As of now there has not been any additional correspondence from the WDNR regarding their review of the LWSD Facility Plan.

A motion was made by Rob Nelson and seconded by Jeff Guth to adjourn the meeting. Motion carried unanimously. Meeting ended @5:15pm.

Respectfully submitted.

Cori Thomas – Secretary/Treasurer  
Larsen Winchester Sanitary District

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Our next meeting date/time is Tuesday 1/03/23 4pm at the Winchester Town Hall.

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