

Meeting date: February 7, 2023
Larsen Winchester Sanitary District Monthly Meeting

Approved January 3, 2023 meeting notes

The Commissioners of the Larsen Winchester Sanitary District (LWSD) met on January 3, 2023 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. Brad from Speedy Clean was also in attendance for a presentation on their services.

Chairman Reif called the meeting to order. The minutes of the December 6, 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.

First quarter billing report – there were five no reads - two are repeats (letters being sent to one certified mail, Cori will reach out to the other) and three are new (receiving standard letter from Holly). There were two zero consumption accounts receiving letters and three with continuous leaks (receiving letters from Holly). An informational piece - Infiltration & Inflow (I&I) Issues on the Increase was printed on the back of the bills this quarter.

Maintenance contract for the ponds – We had signed a 1-year contract so Mike will confirm May 2023 is fine for the next visit and to have the 1-year contract extend to May 2024.

Brad from Speedy Clean provided a quote for televising mains and repairing the laterals for the district. He provided the commissioners with a Power point demonstration of services they provide, areas they work, procedures they do with before and after pictures. Mike would like to switch from Great Lakes and feels this would be a good relationship/recommends them. Brad initially provided a 5-year contract per Mike's recommendation to have a rate locked in but it was suggested from the board members that they would be more willing to switch companies with a 2-year contract which Brad was comfortable providing. This will be added to the February board meeting to talk about again.

Ordinance discussion – there was some discussion of different areas in our ordinances that reference repair work and what the resident is responsible for with the lateral work that needs to be done. Other discussion occurred regarding the repair work from the Great Lakes report and I&I detecting. Mike will work on getting the names of the residents that were listed for necessary repairs on the televising report to Cori and/or Holly to work on a draft copy to send to the lawyer to review/send out.

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 a summary of reports with 2023 due dates highlighted as well as clean water fund deadlines for 2023/2024 and the attached sanitary sewer cleaning and televising plan (all had been sent 12/15/22). The Great Lakes invoice will be added to the bills to pay for our February meeting.

Mike Pfankuch's report – The December 2022 flows for Winchester were 787,682 and Larsen was 381,290. The combined total was 1,168,972 gallons for the month. This averages out to be 37,708 per day. Mike provided the commissioners with 2021 numbers for comparison purposes. We should see the drawdown bill from Badger Labs this next month.

Chairman Reif's report – he talked with Mary Jo and she will continue to submit her reports via email until we request that she comes for a meeting.

Cori Thomas presented the current monthly bills to pay. The Commissioners requested more detail for the engineering bills; Cori will email Mary Jo and request this. Cori submitted the year end reports for Federal and State taxes and completed the Census paperwork. She is researching the insurance paperwork that was sent (they requested an updated workman's comp audit but then billed for the 4th quarter when policy was cancelled in December). Motion was made by Adam Blackburn and seconded by Rob Nelson to pay the bills as presented. Motion carried unanimously.

Bills paid in January:

1. Cori Thomas – salary	\$838.09
2. Mike Pfankuch – salary	\$1,996.12
3. Town of Clayton – real estate tax bills/drainage tax	\$2,245.51
4. Ferguson Waterworks – meters	\$1,405.50
5. Crane Engineering – maintenance	\$877.70
6. Wunderlich Plumbing – meter work	\$200.00
7. Martenson & Eisele – engineering	\$455.00
8. Treeo's – lawn & drive upkeep	\$72.50
9. Digger's Hotline – tickets	\$12.18
10. Badger Labs – testing	\$408.00
11. US Treasury – 941/payroll taxes	\$3,731.38
12. WI Dept of Revenue – state payroll taxes	\$263.30
13. WPS – electricity	<u>\$661.41</u>
Total:	\$13,166.69

A motion was made by Jeff Guth and seconded by Connie Kreutzberg to adjourn the meeting. Motion carried unanimously. Meeting ended @5:29pm.

Respectfully submitted.

Cori Thomas – Secretary/Treasurer
Larsen Winchester Sanitary District

Our next meeting date/time is Tuesday 2/07/23 4pm at the Winchester Town Hall.
