

**Meeting date: March 7, 2023**  
**Larsen Winchester Sanitary District Monthly Meeting**

Approved February 7, 2023 meeting notes

The Commissioners of the Larsen Winchester Sanitary District (LWSD) met on February 7, 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, Holly Stevens and Matt Olson.

Chairman Reif called the meeting to order. The minutes of the January 3, 2023 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.

Non response residents/defective equipment – we have one resident that has not responded to four quarterly letters sent. Action requested that we send through a certified signature required letter. If no response then the board will pursue further action with our lawyer. Holly will get the letter to Cori to send out.

Brad from Speedy Clean provided a quote for televising mains and repairing the laterals for the district at our last meeting. The commissioners discussed the quote and agreed to approve moving forward. Motion made by Jeff Guth and seconded by Rob Nelson to change to Speedy Clean's with the revised quote price of \$0.96/linear foot. Motion carried unanimously. Mike will follow up and see if they will agree to the price.

Ordinance discussion/I&I detection – Holly and Mike drafted a letter for the commissioners to review regarding I&I with the ordinance information discussed at our last meeting. This letter was forwarded to the commissioners to review before our meeting to see if any other feedback/information should be added. They also provided an Infiltration & Inflow (I&I) Issues on the Increase - informational sheet to help residents understand what to look for and how to fix. The commissioners offered up a few revisions. It was requested that the letters be mailed out March 1<sup>st</sup> with a 60 day response time for weather and the ground being frozen. If there is not a response after the 60 day time then certified letters will be needed and/or our lawyer will be contacted. The hope is that work can take place this spring.

CSM for Town of Clayton – an email was received from the Town of Clayton regarding the current sanitary sewer service area and the need to be extended/changes to the legal service area of the LWSD. The request is minimal for changes in land/etc. The information has been emailed to our lawyer to review/asked for the next steps needed. We will keep it as a line item on the agenda for our next meeting.

It was requested at our last meeting to review the Martenson and Eisele's invoices. Mary Jo send through more backup for the billings listed. A motion was made by Jeff Guth and seconded by Rob Nelson to approve the outstanding bill payments. 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 sent through various electronic copies of items requested by Cori from our last meeting. Cori requested copies of the ordinances to all new commissioners but this was not necessary as they already had this information in their LWSD binders from Mary.

Mike Pfankuch's report – The January 2023 flows for Winchester were 871,327 and Larsen was 412,210. The combined total was 1,283,537 gallons for the month. This averages out to be 41,404 per day. Mike confirmed the 1-year contract will be extended to May 2024. They also talked about the plant upgrade and what could happen with the solar bees. The solar bees will be looked at when we are done with them and could potentially

be sold with a buy back option. Mike ran into a flow issue at the telephone company lift station a while back which seems to be fixed with the floats repositioned.

Chairman Reif's report – Scott has been in touch with Rachael Cabral-Guevara's office regarding the facility plan and the budget proposed for upgrades being mandated by the DNR. Emails have been sent back and forth to provide information. Our proposal has been added to their budget being drafted and will be introduced mid to late March for state funds available. The legislation/request is being drafted. Scott also talked to McMahon regarding an IPR (Integrated Public Resources) and it sounds like that will not be an option for us. The LWSD may need to work with more than one engineering firm to complete the project on time given delays from the DNR and the deadline approaching.

Rob Nelson mentioned that he would be the LWSD rep at the next Plan Commission meeting for questions regarding the district.

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

Bills paid in February:

1. Cori Thomas – salary	\$838.10
2. Mike Pfankuch – salary	\$1,996.11
3. Crane Engineering – maintenance	\$860.28
4. Martenson & Eisele – engineering	\$865.00
5. Treeo's – lawn & drive upkeep	\$70.00
6. Digger's Hotline – tickets	\$10.62
7. Great Lakes – maintenance	\$10,459.95
8. Badger Labs – testing	\$2,148.00
9. Badger Labs – testing	\$473.50
10. Cori Thomas – reimburse	\$6.06
11. Treeo's – lawn and drive upkeep	\$72.50
12. Holly Stevens – reimburse	\$73.49
13. MARC – maintenance for ponds	\$255.12
14. Badgerland – maintenance for computer	\$29.99
15. USPS – stamps	\$63.00
16. WPS – electricity	<u>\$796.02</u>
Total:	\$19,017.74

A motion was made by Rob Nelson and seconded by Adam Blackburn 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 3/07/23 4pm at the Winchester Town Hall.

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