

Meeting date: April 4, 2023
Larsen Winchester Sanitary District Monthly Meeting

March 7, 2023 draft meeting notes

The Commissioners of the Larsen Winchester Sanitary District (LWSD) met on March 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, and Adam Blackburn.

Chairman Reif called the meeting to order. The minutes of the February 7, 2023 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.

CSM for Town of Clayton – an email was received back from our attorney regarding the CSM information we forwarded through. Scott will follow up with him for the next steps needed. We will keep it as a line item on the agenda for our next meeting.

Mary Jo's report via email – Mary Jo has not received any additional correspondence with WDNR regarding their review of the LWSD Facility Plan. Per Mike's request, Mary Jo provided information to WDNR for an EPA Clean Watersheds Needs Survey (CWNS). An email with a drop box link allowing the WDNR survey coordinator to access the LWSD WWTP Facility Plan documents was also provided. Mary Jo also submitted a completed a Small Community Needs Form to the WDNR survey coordinator with information contained in the WWTP Facility Plan.

Mike Pfankuch's report – The February 2023 flows for Winchester were 862,789 and Larsen was 404,990. The combined total was 1,267,779 gallons for the month. This averages out to be 45,277 per day. January and February's numbers were close, varying mainly because of 31 days versus 28 in February. Mike asked about a bid for televising work with the switch to Speedy Clean. The commissioners requested he reach out and have them send an estimate for the work. Mike stopped in by Betsy (Century Elm) and requested a report from her regarding grease maintenance.

I&I detection letters were sent out March 1st. Calls have already come in regarding them. Mike asked for some clarification regarding two peoples on one lateral/etc. Mike can see about getting some equipment to take a look. He will then be able to have more information to discuss options for the residents. Mike and Scott will discuss situations as they come up regarding these letters.

Chairman Reif's report – Scott has been in touch with Mary Jo about our last meeting's notes. She'd like to come to our next meeting/donate her time. Scott has been in contact with Nate Gustafson's office via his assistant about financing our Facility plan and the lack of urgency from the DNR for reviewing the documents sent to them. It sounds promising for the LWSD to be listed on the next budget meeting for a line item as well as them reaching out to the DNR to help push the processing of our Facility Plan along.

Cori suggested we include some ideas for how residents could bring down their bill/save on sanitary charges. Mike will work with Holly on items to list on the back of our next quarterly billing. Cori is working with Brian (current insurance agent) to dispute 2022 charges from EMS for the end of our term insurance payment being requested. She will provide information to the commissioners via email with updates as she receives them. The DNR Notification of Environmental Fee for WPDEC-WI paperwork was forwarded to Mike to complete.

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

Bills paid in March:

1. Adam Blackburn – salary & meetings	\$743.42
2. Connie Kreutzberg – salary & meetings	\$743.42
3. Jeffrey Guth – salary & meetings	\$743.42
4. Robert Nelson – salary & meetings	\$743.42
5. Scott Reif – salary & meetings	\$875.08
6. Cori Thomas – salary	\$838.09
7. Mike Pfankuch – salary	\$1,996.12
8. Wunderlich Plumbing – mtn	\$350.00
9. Envisionink – office supplies	\$155.00
10. Treeo’s – lawn & drive upkeep	\$210.00
11. Treeo’s – lawn & drive upkeep	\$70.00
12. Cori Thomas – reimburse mailing	\$4.78
13. Badger Labs – testing	\$473.50
14. Crane Engineering – mtn	\$649.50
15. Digger’s Hotline – tickets	\$3.48
16. EMS Insurance – insurance charges/disputing	\$4,843.00
17. WPS – electricity	<u>\$697.49</u>
Total:	\$14,139.72

A motion was made by Jeff Guth and seconded by Connie Kreutzberg to adjourn the meeting. Motion carried unanimously. Meeting ended @4:50pm.

Respectfully submitted.

Cori Thomas – Secretary/Treasurer
Larsen Winchester Sanitary District

Our next meeting date/time is Tuesday 4/04/23 4pm at Rob Nelson’s shop (election at Winchester Town Hall).
