

Meeting date: May 9, 2023
Larsen Winchester Sanitary District Monthly Meeting

Approved April 4, 2023 meeting notes

The Commissioners of the Larsen Winchester Sanitary District (LWSD) met on April 4, 2023 at 4:00PM at Rob's shop (elections at the Winchester Town Hall). Present were Chairman Scott Reif, Rob Nelson, Cori Thomas, Mike Pfankuch, Connie Kreutzberg, Adam Blackburn and Mary Jo Miller (Martenson & Eisele). Jeff Guth was absent (excused).

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

First quarter billing report – there were six no reads - one repeat (letters being sent) and five are new (receiving standard letter from Holly). All of the no read meters are from 2007 so we are on the right track for upgrading old/obsolete meters. There were two zero consumption accounts and four with continuous leaks (receiving letters from Holly). An informational piece on simple ways to reduce your sewer bill was printed on the back of the bills this quarter.

Treco's contract for 2023 lawn care – the contract had previously been approved and a paper copy was forwarded to the LWSD for a signature. Signed and will be emailed back by Cori. Also already approved and sent for a signature was the IXOM contract for servicing of the solar bees. Signed and will be emailed back by Cori.

CSM for Town of Clayton – Scott spoke to the LWSD's lawyer and he will get an email out to us for our next meeting (sending within a day or two). The invoice for his work is included in this month's bills and will be paid by the LWSD but submitted to the Town of Clayton for reimbursement. We will keep it as a line item to vote on at our next meeting.

Mary Jo's report – Mary Jo has received correspondence from the WDNR regarding their review of the LWSD Facility Plan. They will have draft comments back this month. Mary Jo will keep the commissioners in the loop for what information she receives. Scott will work with Mary Jo regarding reaching out to Ehlers when it is time to include them.

Mike Pfankuch's report – The March 2023 flows for Winchester were 1,646,518 and Larsen was 757,930. The combined total was 2,404,448 gallons for the month. This averages out to be 77,562 per day. Flows were up this month with having an extra week. About 50% of the letters have made calls back. Mike shared a completed Sewer Lateral Inspection Certificate letter he received back with the commissioners. Mike will reach out to Holly and request the letter that was sent out to discuss next steps at our next meeting for residents that haven't replied. It was unclear if the board listed 30 days or 60 days for next steps/action to take place. The draw down will take place in May. There was a seal out in Larsen, needed repair work done.

Chairman Reif's report – Scott spoke to the LWSD's attorney and confirmed that yes it is okay to go up and inspect the sanitary system/laterals. Scott is waiting to hear back from Nate Gustafson/Rachel Cabral-Guevara's office regarding what was decided with having the LWSD listed on the next budget meeting. Their offices definitely helped in contacting the WDNR and getting them started on the review of our Facility Plan.

Cori received a request from John Thompson regarding a final read for June's house on Cty Rd II and passed this information on to Holly via email. We received a letter from the IRS that we will need to file Federal taxes monthly instead of quarterly from now on so the board will see US Treasury monthly on the bills to pay. Cori is still working on disputing insurance 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 last month and completed. Mike will get a copy to Cori for her files. The Commissioners will see a bill come through when this new information has been processed.

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

Bills paid in April:

1. Cori Thomas – salary	\$838.10
2. Mike Pfankuch – salary	\$1,996.12
3. Holly Stevens – billing/contract work	\$1,706.81
4. Menn Law Firm Ltd. – lawyer	\$216.00
5. Holly Stevens – reimburse supplies/postage	\$207.90
6. Treeo's – lawn & drive upkeep	\$142.50
7. Badger Labs – testing	\$473.50
8. Martenson & Eisele – engineering fees	\$202.50
9. Ferguson Waterworks – meters	\$1,023.72
10. US Treasury – quarterly taxes	\$3,869.82
11. Wi Dept of Revenue – quarterly taxes	\$308.45
12. WPS – electricity	<u>\$745.52</u>
Total:	\$11,730.94

A motion was made by Scott Reif and seconded by Rob Nelson to adjourn the meeting. Motion carried unanimously. Meeting ended @5:00pm.

Respectfully submitted.

Cori Thomas – Secretary/Treasurer
Larsen Winchester Sanitary District

Our next meeting date/time is Tuesday 5/09/23 4pm at Winchester Town Hall (conflict for 5/2/23).
