

**Meeting date: June 6, 2023**  
**Larsen Winchester Sanitary District Monthly Meeting**

Approved May 9, 2023 meeting notes

The Commissioners of the Larsen Winchester Sanitary District (LWSD) met on May 9, 2023 at 4:00PM at the Winchester Town Hall. Present were Chairman Scott Reif, Rob Nelson, Jeff Guth, Cori Thomas, Mike Pfankuch, Adam Blackburn, Connie Kreutzberg, Mary Jo Miller (Martenson & Eisele), Holly Stevens, and Matt Olson.

Chairman Reif called the meeting to order. The minutes of the April 4, 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 – The CSM request for the addition of certain territory to be added to the LWSD was approved. Motion made by Jeff Guth and seconded by Adam Blackburn to add Resolution No. 2023-01. Motion carried unanimously. Cori will send the resolution over to the townships to post, and will follow up with the resident to get reimbursed for the attorney's fees.

WDNR – Facility Plan/Mary Jo's report – Mary Jo has received correspondence from Sawyer Dobson, Review Engineer with the WDNR regarding their review of the LWSD Facility Plan. There was also a virtual meeting with others from the WDNR (Emma Lorenzen – Senior Review Engineer, Mark Stanek – Basin Engineer, Matt Claucherty – Phosphorus Variances. The WDNR approved the multi-discharger phosphorus variance for LWSD on May 16, 2022, with a 5-year permit term (5 years expected from October 2023). The next time period is unknown if the phosphorus variance will be approved/denied so the board discussed options and will need to review alternatives for what to do after this 5-year time period. Ideas presented were: including an addition of tertiary treatment, water quality trading – including the new Wisconsin Clearing house option, the effectiveness of adding chemicals to optimize phosphorus removal, or researching other potential new options. There will be a tour of Forest Junction Lemtech wastewater treatment system on Thursday, May 25<sup>th</sup> 10am to see how their system works/gain knowledge of the Lemtech wastewater treatment system (Cori will contact both Townships for a Quorum posting for this). Martenson & Eisele provided various services agreed and approved by Scott Reif – topographic survey and wetland delineation following our April meeting. The topographic survey has been completed and the wetland delineation is expected to be done this next week. We will see these invoices come through for paying this month.

The CMAR was brought up, Mary Jo will do it this year and Mike Pfankuch will take it over next year. Mary Jo will reach out to Mike/Cori to request the necessary information to complete (due end of June).

Mike Pfankuch's report – The April 2023 flows for Winchester were 1,416,846 and Larsen was 597,660. The combined total was 2,014,506 gallons for the month. This averages out to be 67,150 per day. Flows are coming down, were really high last month. Mike did the drawdown two weeks ago. Pond 1 was very high so needed to have the drawdown happen earlier and ran it down low. No numbers back yet from Badger Labs. There was two addresses on Ann Street that need to have maintenance done with quotes provided by Speedy Clean. Mike will contact Cori with the resident's contact information and Cori will send the letters out/recommending that they work with Speedy Clean for the necessary maintenance. The other maintenance item was MH W20A – the board approved this maintenance to be done and paid for by LWSD. The other maintenance items will be billed out to the residents at those addresses. A few residents have not replied to the sewer lateral (I & I) letters that were sent out. The board requested that Holly send out letters again and state 15 days to reply. If they do not

reply then Speedy Clean will be sent in/billed to them on their next bill (added to the tax bill after). The board is hopeful all will comply.

The expansion of the Town of Winchester down the hill was discussed. Connie will keep the LWSD board updated with information from the Town of Winchester meetings she attends.

It was brought up that maybe it would be time to get Ehler's involved/attend a LWSD meeting. Cori will send an email/include Mary Jo to see what the next steps should be with them.

Chairman Reif's report – Scott suggested we start to meet twice a month for more decisions that will need to be made and talked about. This will allow for contact approval during the building phase of the plant upgrade as it gets busier. The board will try to stay with Tuesdays as schedules work and to meet the first and third Tuesdays of each month. Scott is waiting to hear back from Nate Gustafson/Rachel Cabral-Guevara's office regarding what was decided at their budget meeting. He had hoped to have information for this meeting but nothing has been finalized (Nate had actually been interviewed on the news regarding it). The other board members asked Scott to send through his contact information for the grants so that all have it for the future.

The LWSD will have a domain available to use soon (was reserved a while back for all government entities). Holly will let us know when it is available.

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 May:

1. Cori Thomas – salary	\$838.09
2. Mike Pfankuch – salary	\$1,946.12
3. Speedy Clean – mtn	\$5,560.23
4. Total Energy – mtn	\$3,021.87
5. Holly Stevens – reimburse for postage	\$12.60
6. Digger's Hotline – tickets	\$34.80
7. Badger Labs – testing	\$473.50
8. Digger's Hotline – tickets	\$26.10
9. Sensaphone – annual telephone for stations	\$898.20
10. US Treasury – monthly taxes	\$1,035.76
11. WPS – electricity	<u>\$823.92</u>
Total:	\$14,671.19

A motion was made by Rob Nelson and seconded by Connie Kreutzberg to adjourn the meeting. Motion carried unanimously. Meeting ended @5:26pm.

Respectfully submitted.

Cori Thomas – Secretary/Treasurer  
Larsen Winchester Sanitary District

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Our next meeting dates/times are Tuesday 5/16/23 4pm and 6/06/23 4pm at Winchester Town Hall.

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