

Meeting date: June 26, 2023
Larsen Winchester Sanitary District Monthly Meeting

Approved June 6, 2023 meeting notes

The Commissioners of the Larsen Winchester Sanitary District (LWSD) met on June 6, 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 May 9, 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. The minutes of the May 16, 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.

WDNR – Facility Plan/Mary Jo’s report – Mary Jo had contacted the references provided for Lemtec systems and all seem happy with them. She provided this information via email to the board. Mary Jo had talked with Sawyer Dobson, Review Engineer with the WDNR and Heidi Schmitt Marquez from the WDNR (Wastewater Field Supervisor – Northeast Region) for some concerns being brought up with another Lemtec system. She requested a meeting with the WDNR to talk through what the problems are. She will contact the board to update them with any information she receives. The CMAR was completed and a motion was made by Adam Blackburn and seconded by Jeff Guth to approve the CMAR. Motion carried unanimously, Resolution 2023-02. Mary Jo will submit it tomorrow, has a June 30th deadline. Mary Jo mentioned the Clean Water application process and what she did for another district when they applied for the funds. The board would like Cori to be the main contact for applying for the Clean Water application and to ask Mary Jo/Mike/etc. for their help or data as she needs it. The first phase should be good to complete **without** Ehlers being involved. Phase 2 will include Ehlers with bonding out/special assessments/etc.

Mike Pfankuch’s report – The May 2023 flows for Winchester were 1,413,387 and Larsen was 610,165. The combined total was 2,023,552 gallons for the month. This averages out to be 67,451 per day. Mike received one of the inspection certificates back for the sewer lateral (I & I) letters that were sent out. Another resident reached out to Scott and requested an extension (she was gone and had not received the notices until now). The extension was granted. The last one was a no response so with a no reply Speedy Clean will be sent in/billed to them on their next bill (added to the tax bill after). The solar bee maintenance was done and they will be back in touch for how much the solar bees are worth when we are done with them. Mary Jo mentioned that it might be best to keep the solar bees for a while. The yearly maintenance was done on the generators with invoices included in this month’s bills to pay. We needed two batteries, which were purchased and included in this month’s bills. The ponds are filling up and are doing good.

Chairman Reif’s report – Scott heard back from Nate Gustafson/Rachel Cabral-Guevara’s office with verification that yes it is on the top of her things to ask for in the budget. It should be finalized soon and then will head to Evers. Rachel did state that she was not on joint finance for voting. Scott also brought up the idea of having the treasurer and secretary roles being separated. This idea was presented to Cori and Holly and both are in agreement that it is a good idea for handling the extra items being added. Holly and Cori will meet to go through each of the duties currently listed and revamp for the next meeting. Motion made by Jeff Guth to add as an agenda item to our next meeting.

Cori presented the commissioners with the current balances in the CD's and bank accounts. Due dates were discussed and moving to the Local Government Investment Pool as they become due (necessary with the Clean Water Act funding.) Letters were sent to the two addresses on Ann Street that need to have maintenance done with quotes provided by Speedy Clean.

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 June:

1. Cori Thomas – salary	\$838.10
2. Mike Pfankuch – salary	\$1,946.11
3. Adam Blackburn – salary & meetings	\$798.82
4. Connie Kreutzberg – salary & meetings	\$854.23
5. Jeff Guth – salary & meetings	\$854.23
6. Rob Nelson – salary & meetings	\$854.23
7. Scott Reif – salary & meetings	\$875.09
8. Rob Nelson – reimburse mileage	\$43.89
9. Jeff Guth – reimburse mileage	\$43.89
10. Scott Reif – reimburse mileage	\$43.89
11. Badger Labs – drawdown/testing	\$2,441.80
12. Speedy Clean – mtn	\$630.00
13. Ferguson Waterworks – meters	\$5,070.00
14. Martenson & Eisele – engineering	\$2,052.50
15. Martenson & Eisele – engineering	\$3,000.00
16. Reif's Auto – batteries	\$417.90
17. Wunderlich Plumbing – mtn	\$350.00
18. WI Dept of Revenue – annual fee	\$10.00
19. Total Energy – mtn	\$1,847.00
20. WI DNR – fees	\$1,704.13
21. Badger Labs – testing	\$473.50
22. US Treasury – monthly taxes	\$1,035.78
23. WPS – electricity	<u>756.33</u>
Total:	\$26,941.42

A motion was made by Rob Nelson and seconded by Connie Kreutzberg to adjourn the meeting. Motion carried unanimously. Meeting ended @4:51pm.

Respectfully submitted.

Cori Thomas – Secretary/Treasurer
Larsen Winchester Sanitary District

Our next meeting dates/times are Tuesday 6/26/23 4pm and 7/11/23 4pm at Winchester Town Hall.
