

Larsen Winchester Sanitary District Meeting Minutes

Location: Winchester Town Hall, 8522 Parkway Lane, Larsen
Date/Time: Tuesday, September 5, 2023—4:00 p.m.

I. Call to order

1. Verification of Notice
2. Roll Call

Chair Scott Reif	PRESENT
Vice Chair Rob Nelson	PRESENT
Commissioner Connie Kreutzberg	PRESENT
Commissioner Adam Blackburn	PRESENT
Commissioner Jeff Guth	PRESENT
Plant Operator Mike Pfankuch	PRESENT
M & E Engineer Mary Jo Miller	PRESENT
Treasurer Cori Thomas	PRESENT
Secretary/Billing Clerk Holly Stevens	PRESENT

Also present was one local resident.

II. Minutes

1. August 1, 2023 Meeting Minutes

Secretary Stevens presented the minutes.

MOTION:

Motion by Vice Chair Nelson

Second by Commissioner Kreutzberg

Motion to approve the minutes of the August 1, 2023 meeting as presented.

Motion carried by unanimous voice vote.

III. Business

1. Facility Plan – Continued Discussion
 - WI DNR Correspondence relating the Facility Plan Decision

The Board reviewed that at the August 1, 2023 meeting, the Board made a decision and voted to move forward with the design and implementation of the Lem Tec Wastewater Treatment System. The decision prompted the need for a letter to the WI DNR notifying them of the decision and the reasons on which the decision was based. The Board reviewed a draft of the WI DNR letter.

Chair Reif started explaining he was included on an email from Mark Stanek. He said it confused him because it seems like, if the district does not regionalize, they are pushing for a mechanical plant. He noted that a mechanical plant will be \$3 million more. He said he doesn't think that is a good option either.

Mary Jo Miller said she too was confused because a mechanical plant will not treat phosphorus any better than the Lem Tec. She said we would still need a tertiary treatment.

Operator Pfankuch said his understanding was different. He said he thinks Mr. Stanek was indicating he is encouraging the Lem Tec system.

Secretary Stevens noted that Lem Tec is considered a mechanical system. Operator Pfankuch agreed. Both agreed that Mr. Stanek was now encouraging the Lem Tec system as the better option at this time.

Operator Pfankuch further explained that when he met with Mr. Stanek, it was clear that he is on board with the Lem Tec System.

Mary Jo Miller questioned it because the email does not Lem Tec. It only says mechanical.

Operator Pfankuch explained that is the way he talks—he uses more general identification terms rather than specific system names. He said that Mr. Stanek told him he talked with a colleague who had positive feedback on the Lem Tec systems. He said he really thinks he meant the Lem Tec as a mechanical system.

Chair Reif said he was unsure if he agrees with that. He said the email discussed that because of the stringent requirements for phosphorus, he would prefer a mechanical plant.

Operator Pfankuch said he took that to mean he wants to see the tertiary treatment system included in the design right away rather than waiting for the variance to expire.

Mary Jo Miller offered to read the email:

I would like to have a discussion within the next few weeks. I met with Mike Phankuch last week and that was a really good visit. I have so much confidence in his abilities as an operator and his dedication to Larsen-Winchester.

I have visited the Forestville and the Forest Junction WWTP's and those are similar WWTP systems that L-W is strongly considering.

In my opinion, L-W should strongly consider building a mechanical wastewater treatment plant in order to comply with very stringent effluent phosphorus limits for the long term. Forestville and Forest Junction have phosphorus limits that are much less stringent than what L-W is facing.

Regionalizing is also an option that we have talked about and always a great option. But, I understand the roadblocks with that and the future costs.

Let's talk about it. Let me know what is the best time for Larsen-Winchester to discuss this and it can be a TEAMS meeting or in person if that is preferred.

Operator Pfankuch said he would give some insight into his meeting with Mr. Stanek. He said he met with him for about two hours a couple weeks ago. He said he first asked him if the regionalization push was political. He said Mr. Stanek said it was not. Operator Pfankuch then asked Mr. Stanek why the about face. He said Mr. Stanek explained his job is to look out for the best interests of the district customers. He explained that Mr. Stanek wanted to complete all the research he said he would in the July 18 meeting. Operator Pfankuch

reported that one of Mr. Stanek's interviews was with a former MCO employee who moved to the DNR who recommended Mr. Stanek should NOT push for regionalization. He indicated that LWSD knows its water and its treatment plan—they should do their own thing. Operator Pfankuch said the entire conversation was discussing the Lem Tec system as a mechanical system.

Operator Pfankuch again said he took the email as Mr. Stanek indicating he is on board with the Lem Tec system.

Mary Jo Miller asked, if that is the case, why would he request a meeting.

Operator Pfankuch said he thinks if the draft letter is approved and sent, it will put an end to the confusion. He said he specifically asked Mr. Stanek, if the district decides to go with the Lem Tec system, are there any other roadblocks we should expect. He said Mr. Stanek said the DNR has already approved the Lem Tec system—they cannot stop that if that is the direction chosen. Operator Pfankuch said he also asked why the district would be held to a more stringent requirement than other districts. He said Mr. Stanek said the district would not be held to a different standard—everyone has to meet the same standards which are based on the district's data. Operator Pfankuch said he thinks the conversation they had was sincere.

Mary Jo Miller explained the limits set are based on a lot of variables including where the water is discharging. She said discharge to a large waterway is less restrictive.

Operator Pfankuch noted that Mr. Stanek had high praise for the LWSD Board as it is one of the best Board's he has ever dealt with. He said the questions asked were intelligent and is indicative that the Board is informed and educated in district matters.

Operator Pfankuch said he was very happy when he read the email. He said he would reach out to Mr. Stanek and confirm his understanding.

Chair Reif asked if the Board had the opportunity to read the letter. He also asked if the Board wants the letter sent.

Commissioner Guth said he likes the way the letter was written, and he thinks it should be sent.

Vice Chair Nelson said the letter is written exactly as they had discussed. He said it tells the whole process, and what they are looking at and why. He said he thinks it should be sent as well.

The Board agreed the letter should be sent to the WI DNR informing them of the Board's decision.

- **Project Timeline**

The Board discussed the next steps, upcoming deadlines, and who is responsible for completing the associated work. Once the letter to the WI DNR is sent and the Board begins to move forward, Mary Jo Miller will develop a project schedule. She indicated that as we begin working with suppliers, architects, and subconsultants (electrical, HVAC, controls, etc.) we will have a better idea of the timeline.

It was identified that the next biggest deadline is for the submission of the Intent to Apply for Clean Water Funding which is due on October 31, 2023.

2. Operator's Report

- July and August Operations

July Flow Report

Winchester – 703,493 gallons

Larsen – 277,670 gallons

Total for July – 981,163 gallons

July Daily Average – 31,650

August Flow Report

Winchester – 645,248 gallons

Larsen – 370,260 gallons

Total for August – 1,015,508 gallons

August Daily Average – 32,758 gallons

The Larsen lift station had a power failure on August 15, 2023. The night before there was a heavy rain and the ground around the power pole got soft and pulled one of the power phases. He said the generator did not kick in because two of the three phases were working, and the generator thought there was power. But there was not enough power to run the pumps.

- Failure / Replacement of Mixing Pumps
 - White Pines Lift Station
 - Larsen Lift Station

Operator Pfankuch reported the White Pines and Larsen lift stations have mixer pumps which were installed in the mid-1990s. Simply put, their purpose is to agitate the water in the lift stations preventing rags and other debris from clumping together. Without the mixer pumps, clumps of debris tend to accumulate and cause damage to equipment as well as blockages.

The mixer pump at the White Pines lift station failed earlier this summer. This pump had 6,810 hours on it. The failure was long overdue considering the age and hours on the unit. The Larsen lift station mixer pump is the same age and has approximately the same number of hours on it. It has also recently failed but the diagnostics have not yet been completed. The cost to replace the White Pines lift station pump is \$4,324 as shown on the attached estimate from Crane Engineering. The cost for replacement of the Larsen lift station pump has not yet been received but is anticipated to be similar or the same as the attached.

Operator Pfankuch asked the Board to consider replacing both mixer pumps with a not-to-exceed cost of \$10,000. This amount will allow for any unforeseen costs which could arise during the installation process. He suggested the funding come from the \$25,000 "Emergency Fund" which the district sets aside each year to fulfill the WPDES permit requirement to have funds on hand for unexpected system and equipment failures. He noted the Board will have to replenish the fund with next year's budget to continue compliance with the permit requirements.

MOTION:

Motion by Commissioner Guth

Second by Vice Chair Nelson

Motion to approve the replacement of the mixer pumps located at the White Pines and Larsen lift stations for a cost not-to-exceed \$10,000 and to authorize Crane Engineering to complete the installations as soon as possible.

Motion carried by unanimous voice vote.

- **Larsen Lift Station Panel Upgrade Update**

Operator Pfankuch reported the upgrade was going well. He explained that every panel is different, and they have to work out the “bugs” as the system is implemented. He said they make their best guess, but there are always unforeseen conditions for which adjustments have to be made.

- **Larsen Lift Station Stump Grinding Update**

Operator Pfankuch reported the stump is out and it was a very good job. Commissioner Blackburn indicated the cost was minimal at \$100. He said he would drop off topsoil and seed to finish the job.

- **Manhole Flex Sealing Update**

Operator Pfankuch reported the work should be started within the week. He said it would be all the manholes in Larsen and a few on Brynmor and at the east end of County Road II. He said they will be doing 25 and should be able to complete them in a single day.

- **Private Laterals Maintenance Status Update**

It was reported at the last meeting that four property owners had not responded to the district correspondence regarding the issues with their private laterals. The Board directed Operator Pfankuch to schedule Speedy Clean to complete the repairs, the cost for which will then be assessed to the property owners by the district. When Operator Pfankuch spoke with Speedy Clean, they indicated one of the four property owners had called and scheduled the work. Speedy Clean will bill that property owner directly. The work for the other locations has been requested and will be completed as soon as Speedy Clean can schedule it.

Operator Pfankuch reported he had been contacted by Season Bennett’s mother regarding the matter. He said she had some questions. He said he explained Speedy would be repairing it and they will be billed by the district when completed.

Operator Pfankuch said the only property owner who has not reached out is the bar in Larsen. He said Speedy said the issue they are facing is the dry conditions. They said they may not be able to identify the leak until there is more inflow.

- **Laptop Back-up Service for Operator’s Records**

Secretary Stevens explained that Operator Pfankuch reported he recently experienced some issues with data loss on his laptop. He is currently making duplicate copies of the documents on his laptop and transferring a copy to a thumb drive to avoid losing the information. The duplicate copy on the same laptop is redundant, but a catastrophic event to the laptop would

likely destroy both copies. While the thumb drive copy is better than nothing and is separated from the laptop, thumb drives tend to fail and do not provide a reliable back up.

Secretary Stevens reported she reached out to Winhaven Tech Services which provides tech support and back up services for the billing laptop. Winhaven indicated that they can provide a basic cloud back up for the Operator's laptop documents which would be reliable and easily accessible if needed. The annual cost for this service would be \$72. She said she was requesting authorization to implement the backup service.

MOTION:

Motion by unanimous consent to authorize and approve the Operator's document back-up by Winhaven Tech Services for an annual cost of \$72.

3. Printing / Copier Solution(s)

Secretary Stevens reported that over the course of the last few weeks, Operator Pfankuch has needed copies of several multi-page reports. She said she has also been using my personal printer (at home) to produce meeting packets. As a result, they were discussing the district's needs for printing and copying. Currently, the district pays for toner/ink for Treasurer Thomas and Operator Pfankuch. Operator Pfankuch suggested asking the Board to purchase toner for me Secretary Stevens as well. While the suggestion is appreciated and valid, she believed there is a better alternative. She explained the district has always worked cooperatively with Towns in which it lies. She suggested the Board submit a request to the Town of Winchester Supervisors for printing and copying services. The Town has a color copier with high volume capacity which is more than capable of providing for the district's needs and the additional use would not impact the Town other than the added click charges and paper costs. The agreement could be quite simple including a cost per copy which could be tallied and billed for quarterly.

The pricing below covers the click charge and paper costs for copies. For analytic purposes, the cost to copy quarterly bills would be approximately \$54.00 (600 x .09).

8.5 x 11 / 8.5 x 14	9¢
11 x 17	12¢

Treasurer Thomas said she agreed that this is a good solution for all involved. She said having multiple copiers requires maintenance on each. She said if the Town is willing to offer services, it would simplify the maintenance too.

MOTION:

Motion by unanimous consent to make a request for printing and copying services from the Town of Winchester with per copy costs as identified above which would be tallied and billed to the district quarterly.

4. Engineer's Report

Mary Jo Miller asked the Board if they wanted to wait for feedback in response to the letter or should she move forward with Lemna and the design process.

Commissioner Guth said the Board has made a decision. He noted they have already lost a lot of time and we shouldn't waste anymore.

Vice Chair Nelson noted that unless Mark Stanek comes back with something very big, there is no reason to wait any longer.

Commissioners Blackburn and Kreutzberg agreed.

The Board directed Mary Jo Miller to move forward.

5. Chairman's Report

Chair Reif said it has been fairly quiet and he has nothing to report at this time.

6. Financial Report / Bills

- August Tax Settlement Report

Treasurer Thomas said she had received payment from Winchester and Clayton's was in the mail. She said the numbers tied out with the budget and reconciled as whole.

- LGIP Account Update

Treasurer Thomas said she needed a couple signatures from the Chair, and she needs the August minutes which show the approval of the deposit to the LGIP account to get that all handled.

Chair Reif noted that the LGIP account will satisfy one of the requirements for the Clean Water Fund. He noted it should also earn a higher interest rate than the CDs and the money will be more accessible than it is in a CD.

Treasurer Thomas said she wants to double check that FDIC will cover the funds in LGIP. She was unsure if that applies or not.

- Clean Water Fund – Environmental Loans Report

Treasurer Thomas said she was set up for all the accesses she needs. She said she just needs the authorization document from the Chair to be able to submit information.

- Bills

Treasurer Thomas presented the accounts payable. She noted the \$100 payment for the stump grinding, and a membership to the Wisconsin Wastewater Operators Association for \$60.

MOTION:

Motion by Vice Chair Nelson

Second by Commissioner Kreutzberg

Motion to approve the bills as presented with the addition of the stump grinding and the membership fee as discussed.

Motion carried by unanimous voice vote.

IV. Public Comment and Requests for Future Agenda Items

Secretary Stevens said she was made aware of a potential issue with illegal dumping into the district. She said she would keep the district apprised of the situation as she finds out more.

V. Next Meeting

The Board determined the September 19 meeting is not needed. They set the next meeting for Tuesday, October 3, 2023 at 4:00 p.m.

Operator Pfankuch said he would not be in attendance on October 3, 2023. He said he would provide his reports on October 17.

VI. Adjournment

MOTION:

Motion by Commissioner Blackburn

Second by Commissioner Guth

Motion to adjourn at 5:08 p.m.

Motion carried unanimously.

Respectfully submitted,
Holly Stevens, LWSD Secretary