

Larsen Winchester Sanitary District Meeting Minutes

Location: Winchester Town Hall, 8522 Parkway Lane, Larsen
Date/Time: Tuesday, October 3, 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 (arrived at 4:06 p.m.)
Commissioner Connie Kreutzberg	PRESENT
Commissioner Adam Blackburn	PRESENT
Commissioner Jeff Guth	PRESENT
Plant Operator Mike Pfankuch	EXCUSED
M & E Engineer Mary Jo Miller	PRESENT
Treasurer Cori Thomas	PRESENT
Secretary/Billing Clerk Holly Stevens	PRESENT

II. Minutes

1. September 5, 2023 Meeting Minutes

Secretary Stevens presented the minutes of the September 5, 2023 meeting.

MOTION:

Motion by unanimous consent to approve the minutes of the September 5, 2023 meeting with the spelling corrections as noted.

Motion carried by unanimous voice vote.

III. Business

1. Facility Plan

- WI DNR Correspondence from Mark Stanek relating to Lem Tec Systems

Mary Jo Miller reported that Mr. Stanek had not yet provided the information regarding the Lem Tec Systems in Forestville and Forest Junction.

Chair Reif noted that it would likely be very useful information to consider during the design of the system if we could get it.

- System Design Update

Mary Jo Miller reported she had a meeting with Paul Nygaard, ICS, during which some of the component options for the system design were discussed. She said Mr. Nygaard will be providing her with additional information. She said she is also working on developing a design profile for the hydraulic system for the plant which will impact the equipment selection decisions. She said after some of those initial decisions are made, it will be presented to Operator Pfankuch for his input. Then the design of the building will begin. She noted she is also speaking

with someone from Donahue as a subconsultant. She said they have expertise with this type of system, and she is utilizing their input and experience as the design progresses.

2. Operator's Report – Operator Pfankuch was excused from the meeting but provided the following information for the Board.

- September Operations

The September Flow Report will be provided to the Board at the next meeting.

- Replacement of Mixing Pumps

The White Pines and Larsen lift station mixer pumps have been ordered. No other updates at this time.

- Phone Co. Lift Station Panel Upgrade

The panel upgrade is scheduled to begin on October 17, 2023. The Board is encouraged to stop by when the contractors are on site—it's a great learning opportunity.

- Manhole Flex Sealing Update

The Flex Sealing has been completed on Seventeen (17) manholes in Larsen and eight (8) manholes in the Wingate Subdivision (Brynmor and Thornbury) and at the east end of County Road II.

Commissioner Kreutzberg noted that one of the manholes to the south on Brynmor was not sealed because access with the equipment was not possible.

The Board requested that the manhole be identified and checked to make sure that it is not problematic. Secretary Stevens offered to work with Operator Pfankuch and Commissioner Kreutzberg to check into it.

- District Employee Credentials

Secretary Stevens reported that Operator Phankuch was recently completing locates and though he introduced himself to a resident, Treasurer Thomas received a call the next day to confirm who he was and if he actually worked for the district.

A few days prior to this interaction Operator Pfankuch and Secretary Stevens had discussed the need for some sort of identification / credentialing to officially identify staff and to alleviate residents' concerns. Options discussed were "hard card ID badges" which staff would wear, and/or business cards for staff to hand out. She noted that business cards could be printed for individuals or, as an alternative, a "generic" card could be designed which lists several contacts which could then be ordered in large quantity for everyone to use.

The Board agreed it would be a good idea to print business cards with multiple contact numbers to leave with residents. It was noted this would be an inexpensive way to provide important information to the public. Secretary Stevens said she would do a rough layout for review by the Board.

3. Engineer's Report

Mary Jo Miller reported that she was helping Treasurer Thomas with the Clean Water Fund application. It was noted that Treasurer Thomas had completed the administrative portion of the application and Engineer Miller would be completing the other sections of the application. She noted she would be removing the Angoli Way lift station data as that is not likely to move forward for several years.

4. Chairman's Report

Chair Reif reported he had no news to report.

Commissioner Guth asked if the Board should hold another public hearing to let people know where we stand. He said we may not be far enough along at this time, but it might be good to think about another informational meeting.

Secretary Stevens noted that most people will be concerned about the financial impact so it would be better to wait until the Board knows more about the costs related to the upgrade. She suggested asking the Towns to allow for a brief presentation at their annual meetings in April.

Chair Reif agreed noting they do not have enough information to present at this time. He said he would reach out to the legislative representatives to see if there are any funding updates from the state level.

5. 2023 Q3 Billing Report

Billing Clerk/Secretary Stevens reported the following:

Letters have been sent to the accounts with identified issues.

- 3 No Reads (Meter is not transmitting) —2 Repeats/1 new (Report attached)
- 2 Zero Consumption Accounts (Transmitting but usage is 0) (35+ days) without explanation (i.e., snowbirds, etc.)
- 3 Meter Accounts with 35+ days Continuous Leak Reporting (Report Attached):

Billing Revenue Report

2023 Q3 Usage and Fees total of \$38,664.15
Past Due: \$15,499.10

Usage Report

2023 Q3 Usage: 2,749,628
2023 Q2 Usage: 2,794,977
2023 Q1 Usage: 2,602,812
2022 Q4 Usage: 2,618,588
2022 Q3 Usage: 2,716,053
2022 Q2 Usage: 3,696,007

6. Financial Report / Bills

- LGIP Account Update

Treasurer Thomas reported that everything is set up with LGIP with four funds including General Fund, Replacement Fund, Debt Service, and Capital Service. She said she has not yet moved the money because she needs to determine how much to move where. She said she will have a better idea after the budget is approved. She noted she sent access information to Chair Reif so there will be two people with access to the account. She also noted the current interest rate is 5.3 percent so she is working on a comparison of the penalties for early withdrawal for the CDs as compared to the potential interest revenue which could be earned. She said she would finalize the comparison and bring the information to the Board at the next meeting.

- Clean Water Fund – Environmental Loans Report

Treasurer Thomas reiterated the earlier discussion, noting she and Engineer Miller would be working to complete the application prior to the October 31, 2023 deadline.

- Budget Review

Treasurer Thomas presented preliminary numbers for the Board's consideration. She said the numbers are a starting point for discussion. The Board reviewed the preliminary document and determined it appeared reasonable. It was noted that Operator Pfankuch would need to review the costs for system maintenance and operations. The Board asked for the budget to be on the next meeting agenda to finalize the numbers for 2024.

Treasurer Thomas also provided historic mill rate information for comparison purposes. The Board discussed the possibility of increasing the mill rate in anticipation of the plant upgrade expenses. The Board also discussed the potential for an increase in the volume rate to cover increasing operating costs. The Board asked for both discussions to be added to the next meeting agenda.

Engineer Miller noted that the Board should be evaluating all costs to determine if they can be added to the Clean Water Fund application. She also noted that WPS has Focus on Energy grant funding available which should be investigated noting that WPS has program representatives who could be asked to attend a meeting to discuss options with the Board. The Board asked that she arrange for a WPS Focus on Energy Rep to attend a meeting (preferably November 7) to discuss available programs.

- Bills

Treasurer Thomas presented the accounts payable, noting she added two additional bills received. The total for payments is \$21,879.23.

MOTION:

Motion by Commissioner Guth

Second by Vice Chair Nelson

Motion to pay the accounts payables as presented.

Motion carried by unanimous voice vote.

IV. Public Comment and Requests for Future Agenda Items

The Board reviewed information sent by Nancy Kinney regarding a phosphorous treatment system. Engineer Miller reported that it is basically the same tertiary system the facility plan includes.

V. Next Meeting

The Board scheduled the next meeting for October 17, 2023 at 4:00 p.m. Agenda items should include the 2024 Budget, Mill Rate, and Volume Rate considerations. Treasurer Thomas will also present the penalty versus potential interest information as it relates to the CDs held by the district.

The Board requested a future agenda item for a WPS Focus on Energy Program presentation, potentially for November 7, 2023.

VI. Adjournment

MOTION:

Motion by Commissioner Blackburn

Second by Vice Chair Nelson

Motion to adjourn at 5:02 p.m.

Motion carried unanimously.