

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

Approved May 16, 2023 meeting notes

The Commissioners of the Larsen Winchester Sanitary District (LWSD) met on May 16, 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, and Mary Jo Miller via phone (Martenson & Eisele).

Chairman Reif called the meeting to order. A review of the Martenson and Eisele's agreement for professional services for the Design and Bidding phase of the LWSD WWTP Improvements project and updates on the Facility Plan project were the only items on the agenda.

The scope of services was discussed for what would all be included with the proposal submitted. The Service agreement includes design and bidding services to prepare plans and specifications for improvements needed to meet LWSD WPDES Permit effluent limits in accordance with improvements proposed in the WWTP Facility Plan completed for the LWSD in January 2022. Surveying work and the wetland delineation for this project has already been approved and will be billed separately.

Certain areas were discussed in more detail – the LemTec system and what will be included with the design of it versus engineering costs through Martenson & Eisele, the time and materials needed, applying for the Clean Water Funds, the design of the tertiary treatment plant, fair chloride system, discussion regarding phosphorus and it not being included within the proposal and when Ehlers should be involved for the funding process. These areas were discussed in a question and answer format with Mary Jo via a phone call (she was on vacation).

Compensation for this proposal is listed as \$110,000 to \$130,000 as the estimated fee including reimbursable expenses. The current LWSD WPDEC permit requires that the District submit plans and specifications for facility modifications needed to meet effluent limits by September 30, 2023. Martenson & Eisele will continue to work with the WDNR to meet relevant deadlines.

A motion was made by Jeff Guth and seconded by Rob Nelson to sign the current contract for services provided by Martenson & Eisele (Project #P-2023-044). Motion carried unanimously.

A motion was made by Jeff Guth and seconded by Connie Kreutzberg to adjourn the meeting. Motion carried unanimously. Meeting ended @4:54pm.

Respectfully submitted.

Cori Thomas – Secretary/Treasurer
Larsen Winchester Sanitary District

Our next meeting dates/times are Tuesday 6/06/23 4pm and 6/20/23 4pm at Winchester Town Hall.
