

Larsen Winchester Sanitary District Meeting Minutes

Location: Winchester Town Hall, 8522 Parkway Lane, Larsen
Date/Time: Tuesday, November 7, 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 (arrived at 4:14 p.m.) |
| Secretary/Billing Clerk Holly Stevens | PRESENT |

II. Public Hearing for the 2024 Proposed Budget

1. Presentation of Proposed Budget Draft

Chair Reif presented the Draft Budget which was updated to include the changes made during the October 17, 2023 meeting.

2. Receive Public Comments

Chair Reif called for public comments. No comments were presented.

3. Close Public Hearing

MOTION:

Motion by Vice Chair Nelson

Second by Commissioner Guth

Motion to close the Public Hearing at 4:02 p.m.

Motion carried by unanimous voice vote.

III. Minutes

1. October 17, 2023 Meeting Minutes

Secretary Stevens presented the minutes of the October 17, 2023 meeting.

MOTION:

Motion by unanimous consent to approve the minutes of the October 17, 2023 meeting as presented.

Motion carried.

IV. Business

1. Facility Plan

- WPS Focus on Energy Incentive Program – Colton Sprenger, Energy Advisor

Colton Sprenger explained there are significant benefits to starting the program early. With construction planned for 2025, he will be able to assist in getting the necessary preapprovals for the incentive program.

Mr. Sprenger continued explaining there are two types of incentive programs—Prescriptive and Custom. He explained that Prescriptive Incentives generally include a 1 for 1 replacement of specific equipment. For example, replacing an incandescent light bulb with an LED bulb. He said the goal of Prescriptive Incentives is to reduce energy use. He noted that the WWTP upgrade will likely have very few if any Prescriptive Incentives, because the mechanical infrastructure is currently very limited. He said there is a possibility for some variable frequency devices (VFD) to qualify but the district likely does not currently have any other qualifying fixtures or devices. He said the Prescriptive Incentives are processed after the change has been made.

Mr. Sprenger continued explaining the Custom Incentives cover nonstandard equipment which is what they usually see in Wastewater Treatment facilities. He noted they require preapproval, but that is the program from which the district will benefit most. He said the incentives will be based on the first year of energy savings. He said he would work with Mary Jo Miller as the system is being designed and compare the components selected to a baseline, less efficient system. He said they will determine the KW savings to determine the incentives.

Mike Pfankuch explained that he recently worked with the vendor for the district mixer pumps. He said they used to run the mixers whenever the pump engaged. He said they determined that was not necessary, so they backed off the mixer use, and they are running less.

Mr. Sprenger explained that would be an example of a Custom Incentive, however, because it is already done, it would not qualify. He said if it is going to be again in another location, it could go through the preapproval process and potentially earn incentives.

Mike Pfankuch noted there is one more lift station coming up in 2024—the White Pine Lift Station.

Mr. Sprenger said he will need existing run time and proposed run time.

Mr. Sprenger explained the Custom Incentives will be based on the first-year energy savings which is determined after a calculation is done based on the parameters of the project—he said it is five cents per KWH saved. He said the key to Custom Incentives is a one- to ten-year project payback so he will have to get a project cost.

Mr. Sprenger asked who his primary contact should be as the Custom Incentives are developed.

Chair Reif said he wants the Board to be fully informed, but Mary Jo Miller is the person designing the system. He said she will have the most information relating to the project. He

suggested Mr. Sprenger continue working with Ms. Miller. He said she can share information with the Board when appropriate.

Mary Jo Miller inquired about the paperwork necessary for the program and who is responsible for its completion.

Mr. Sprenger explained he will complete 90 percent of the paperwork for the district. He said he will likely have to reach out for information but will assist through the process to get the documents completed.

Chair Reif inquired about the timeline for application and deadlines for submittal.

Mr. Sprenger confirmed that the district is applying for the Clean Water Principal Forgiveness Program, explaining the WI DNR will match up to \$50,000 of incentives but requires preapproval from the program. He said the preapprovals will be prepared ahead of the project and most likely completed in conjunction with the bid process. He said they will have the majority of the paperwork prepped before the bidding because as the project is bid, a better understanding of the project parameters will be understood and analyzed. He said it will probably be in 2024—about a year from now.

Commissioner Guth asked if the incentives change quarterly or yearly.

Mr. Sprenger confirmed the incentives change yearly so the current rates noted may not apply but the rates have not varied greatly.

Mary Jo Miller asked what needs to be submitted with the Clean Water Fund application which is due in September 2024.

Mr. Sprenger explained the information can be submitted after the Clean Water application as long as it is before loan disbursement. He said there is a way to notate that the Focus on Energy Programs are being used and paperwork can follow later.

Mary Jo Miller noted that for Mr. Sprenger to complete the Custom Incentive proposal, there will have to be additional work completed. Essentially, there has to be two WWTP designs—the actual design and a second, less efficient, baseline design so that energy savings can be calculated. She said there will be additional work in getting him that information.

Secretary Stevens asked if the engineering proposal included that work or if it would be an additional cost to the district. And, if it is an additional cost, how does that compare to the potential incentives—is it worth spending additional money to get the incentives or will the additional costs exceed the benefits of the incentives.

Mary Jo Miller said the costs were not included in her WWTP design proposal so there would be additional costs.

Mr. Sprenger said one of his “to-do” items is to get information together to compare what could be and what will be—less efficient versus more efficient. He said you are going to aim for the most efficient system within your budgetary constraints. He said he will determine what he needs

from Ms. Miller. He said some information may be as simple as an email response which does not cost very much.

Mr. Sprenger explained that there is an incentive specifically for situations like this. He explained they offer an incentive which is capped at \$7,500 just for taking a look at the project. He explained that incentive is designed to offset the additional engineering study costs. He said he would definitely help out with that application. He said it covers a fairly significant amount of prep work behind the scenes. He said he would work with Mary Jo Miller to get the initial information needed to determine potential incentives.

- System Design Update

Engineer Miller said she has been working on the hydraulic profiles and the equipment which will provide information that will affect the building size and design. She said she will keep Operator Pfankuch informed and involved as the design develops.

She noted that they are leaning toward Ferric Chloride versus Alum but asked if Operator Pfankuch had any insight on that.

Mike Pfankuch said he does not have experience with Alum but would check with his supplier. He noted the Ferric Chloride works really well.

Mary Jo Miller also noted that a bar screen is being recommended to filter the influent as it comes into the system. She explained it catches all the larger items that you do not want in your system. She said it could be a manual bar screen which would need to be checked every day or a mechanical bar screen which clears itself and only has to be checked every few days.

The Board agreed that a mechanical bar screen would be the best option—if they are going to do it, they should do it right.

Mary Jo Miller also noted she is looking at the tertiary treatment system so that if it is installed at a later time, there is room for it. She said she is also looking at the UV treatment systems which has to be in operation for the summer months.

Mike Pfankuch noted he would like an explanation from the DNR as to why the UV systems are only required in the summer—what is the rationale for that. He said it doesn't make sense that it is not treated in the winter. He said it doesn't make any sense to shut it off in the winter.

Mary Jo Miller explained the time period is prescribed in the WPDES permit. She said at the end of the six months the bulbs would need to be pulled, cleaned, and stored, which brings up the need for water. She explained that there is no water out at the site, so she is working through that. She said as she is working through the components, the need for water is becoming apparent. She suggested the Board consider adding water to the plant. She said she spoke with a Ground Source who estimated a well drilled to approximately 180 feet with the 110 feet of arsenic casing would cost \$15,000 to \$25,000. The Board agreed that having water onsite would be beneficial.

Mary Jo Miller also asked if there is a need for an influent flow meter at the plant. She noted that currently the flow meters are at the lift stations and that could be continued if preferred. It was

determined the current influent meters are sufficient and only an effluent flow meter will be needed at the plant.

2. Operator's Report

- October Operations

October Flow Report

Winchester – 591,521 gallons

Larsen – 375,090 gallons

Total for October – 966,611 gallons

October Daily Average – 31,181

- Replacement of Mixing Pumps

The parts have arrived at the manufacturer and will be assembled and shipped. He said installation is tentatively planned for the first week in December.

- Phone Co. Lift Station Panel Upgrade

The panel upgrade was completed. He noted that if the light is on and flashing, there is an issue. He said there is also an audible alarm.

He also noted that he changed the phone call out system so the Board Members will no longer receive the notifications. He said it is set up to contact him and if he fails to respond, it will then contact Crane directly.

Commissioner Guth asked if the sump pump was moved to its own circuit. Operator Pfankuch confirmed that was completed.

Chair Reif asked if the generators are now totally functional. Operator Pfankuch confirmed that they are fully functional. He noted that he has also added a monthly test of the transfer switches to confirm they continue to function properly.

Operator Pfankuch reported that he began the fall draw down on November 6. He said he anticipates the volume will be lower—probably about 6 million gallons versus the usual 8 million. He said Badger Labs has their in place as well. He said the preliminary tests all returned good.

Operator Pfankuch also reported that the manholes on Pine Cone Circle and Pheasant Run Trail were fixed with the thermoplastic filler to prevent potential damage from snowplowing.

Operator Pfankuch also said he would like to replace each of the five disconnect switches at the lift stations. He said CR Fochs provided a price of \$1,356 each for a total of \$6,780. He said that is within his maintenance budget and will have it completed as soon as he can. He noted the current switches are very old and out of date.

Operator Pfankuch also reported that Treasurer Thomas had reached out to him regarding an inquiry made by Jack Bochert. He explained that Mr. Borchart has an interest in providing snow removal mowing services for the district since the district uses his land to access the treatment ponds.

Operator Pfankuch noted that he doesn't think Mr. Borchert has a full understanding of the totality of the work. He said TreeOs has a proven record of excellent service.

The Board reviewed that the current contract is with TreeOs and is in place until next spring. It was agreed that getting estimates is always good practice. It was determined that a service request should be developed which identifies the requirements and services needed, and the subject should be added for discussion in March or April.

3. Engineer's Report

Engineer Miller reported she had no additional information other than the design work that was discussed earlier.

Mike Pfankuch asked to clarify Ms. Miller's plan for submission of final plan review. He said at the last meeting she had mentioned a September deadline. He said he is wondering why we wouldn't submit it sooner.

Mary Jo Miller said she plans to submit it earlier—probably in July but September is the absolute deadline.

4. Chairman's Report

Chair Reif reported he emailed Mark Stanek after the last meeting regarding the questions the Board had as a result of his report. He read Mr. Stanek's response:

Very nice of you to say thanks for my efforts. I really wanted to do my homework on this treatment technology and also help your S.D. make the best decision going forward.

Odell's Bay was a weird one. I guess they have seasonal wastewater users, and the wastewater sits in the sewer lines too long and it creates water chemistry issues for the WWTP. They only have domestic users.

It's been great working with you all. And thank you for your patience. Sorry if this added more stress. The DNR was super engaged initially during the regionalization efforts, and then we took a break, and then when that didn't work out as an option, we became super engaged. So many delays on our end. Plus, we had low staffing in Plan Review and staffing changes.....

Mark Stanek

Mary Jo Miller noted that the issues experienced by Odell's Bay would be the same issues that LWSD would experience if the waste was regionalized and sent to Fox Crossing. She said the wastewater would sit in the pipes for so long that by the time it got to the end it would be septic causing problems.

Chair Reif said he also spoke with Senator Rachel Cabral-Guevara who indicated that because of the Shared Revenue increases provided to Town's this year, additional funding is unlikely this year. He reported that she intends to continue to work for the district to try to secure funding in 2024.

Chair Reif said he explained to her that LWSD is completely separate from the local municipalities and does not benefit from the Shared Revenue increases—a fact of which she was unaware.

Chair Reif said she also spoke with the Wisconsin State Senate Division 19 Policy Director of the State Health Committee who is directing LWSD to the Clean Water Program. Additionally, Senator Cabral-Guevara also reached out to other departments seeking financial assistance programs, but no further information has been received.

Chair Reif said he would continue to follow-up seeking financial assistance.

5. Resolution 2023-02 Larsen-Winchester Sanitary District Fee Schedule

Treasurer Thomas reviewed that the Board approved an increase to the volume rate at the October 17, 2023 meeting. She explained that Resolution 2023-02 has been updated to reflect that increase and as a formality must be approved to make the increase effective.

MOTION:

Motion by Commissioner Guth

Second by Vice Chair Nelson

Motion to approve Resolution 2023-01 Larsen-Winchester Sanitary District Fee Schedule as presented.

Motion carried by unanimous voice vote.

6. 2024 Budget Approval

Treasurer Thomas noted the Board reviewed and made adjustments to the preliminary 2024 Budget at the October 17, 2024 meeting. A Public Hearing for the Budget is required and was held earlier in this meeting to provide the public with the opportunity to review and comment on the budget.

Having received no public input, the Board was asked to consider approval of the presented budget for 2024.

MOTION:

Motion by Vice Chair Nelson

Second by Commissioner Kreutzberg

Motion to approve the 2024 Larsen-Winchester Sanitary District Budget as presented.

Motion carried by unanimous voice vote.

7. Financial Report / Bills

- LGIP Account Update

Treasurer Thomas reported the money had been moved with \$400,000 being placed in the LGIP General Fund Account. She requested direction regarding the allocation of the funds among the four LGIP accounts—General, Replacement Fund, Debt Service Fund, and Capital Service fund.

The Board determined that \$30,000 should be placed in the Replacement Fund to meet the WPDES Permit requirement. Additionally, \$100,000 is to be moved to the Capital Service Fund.

Treasurer Thomas also provided a report showing the migration of the Verve CDs to the new 14-month CD which now has a balance of just over \$500,000.

- Clean Water Fund – Environmental Loans Report

Treasurer Thomas stated there has been no correspondence to report.

- Bills

Treasurer Thomas presented the current accounts payable for a total of \$5,627.93.

MOTION:

Motion by Vice Chair Nelson

Second by Commissioner Blackburn

Motion to approve the accounts payable as presented.

Motion carried by unanimous voice vote.

V. Public Comment and Requests for Future Agenda Items

No public comments.

VI. Next Meeting

The Board scheduled the next meeting for December 5, 2023 at 4:00 p.m.

VII. Adjournment

MOTION:

Motion by Commissioner Guth

Second by Commissioner Kreutzberg

Motion to adjourn at 5:28 p.m.

Motion carried unanimously.