

Larsen Winchester Sanitary District Special Meeting Minutes

Location: Winchester Town Hall, 8522 Parkway Lane, Larsen
Date/Time: Monday, March 4, 2024—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 (arrived at 4:05pm)
Commissioner Jeff Guth	PRESENT
Plant Operator Mike Pfankuch	PRESENT
M & E Engineer Mary Jo Miller	PRESENT
Treasurer Cori Thomas	EXCUSED
Secretary/Billing Clerk Holly Stevens	PRESENT

Also in attendance was 1 member of the public.

II. Business

1. WWTP Improvement Project

- Building Floor Plan Review and Consideration

Engineer Miller explained she is requesting the Board review and select a WWTP building floor plan which will allow her to keep moving forward on the design of the components.

Engineer Miller presented two options for the building plan. She noted that the building would need to have five specific areas, some of which are segregated from the others. The areas included a Bar Screen Room, a Chemical Feed Room, an Office/Storage/Electrical Room, a Blower Room, and a UV Disinfectant Room.

She explained the Bar Screen Room would have a separate entrance and is the first step in the treatment process, where large debris and contaminants are removed from the influent.

She continued explaining the second area is the Chemical Feed Room, noting that ferric is extremely corrosive. She said the building designs presented address the Board's concerns relating to the cost implications of a spancrete roof as discussed in the last meeting. She said as designed, the two floor plan options would both allow for a metal roof, with the Chemical Feed Room having a heavy, protective coating applied to minimize the corrosive effects of the ferric.

Engineer Miller also noted that the bathroom facility including the emergency eyewash station and shower are located in the Chemical Feed Room because if a contamination incident were to occur, it would most likely occur in that room and the location of the bathroom would allow for an almost immediate response.

Engineer Miller then discussed the Office/Storage/Electrical Room, explaining the electrical components would be placed on the east wall. She noted those components require a three-foot safety clearance area, leaving the rest of the room for office space and records storage. Engineer Miller explained that those areas are essentially the same for either floor plan option. She then explained that the first layout option shows a smaller Blower Room which would connect by staircase to the UV Room. She explained the UV area would be sunken six feet and would be open to the full height of the building. She then explained the second option includes a full basement for the UV Room. This design provides for a larger Blower Room which would be on the first floor and have the same area as the basement UV Room. She noted that the Blower Room would then have extra area which could be used for storage of parts and supplies. She explained the basement UV Room would have a nine-foot ceiling and would be accessible by staircase.

Engineer Miller noted that either design could be modified to allow for the addition of a tertiary treatment system, if needed, in the future.

Operator Pfankuch explained that the downfall to the first option is that the Mag Meter (outflow meter) would have to be submersed in a 3½ foot pit. He said with the full basement, the Mag Meter would be out of the floor pit at a workable level for the operator. He noted that Mag Meters are often put into a pit, but he thinks the better option is to get it out of the pit as shown in the second floorplan option.

Engineer Miller then presented and explained the UV disinfection equipment explaining how the panels are accessed and cleaned.

The Board discussed the possibility of altering the wall configuration of the second, full basement option, to allow for a larger Office area and smaller Blower Room. It was explained that the span of the staircase was prohibitive to changing the wall locations. It was noted that having the staircase turn back on itself, would make it shorter, but twice as wide, and it would create an issue getting equipment into the UV Room.

Operator Pfankuch added that for his part as the operator, he would recommend the full basement option. He noted the Blower Room storage would be very dry because of the blowers and therefore having things stored in there would not be an issue. The Board further discussed the option, noting that it would require a spancrete floor, which would add approximately \$18,000 to the construction cost. Engineer Miller added that the full basement option also provides more opportunity for the future addition of tertiary treatment equipment. The Board determined the full basement could also be constructed to include a header and break away wall to allow for a wall knock-out and expansion later, saving future expansion construction costs.

Further discussion was held about the layout of the Chemical Feed Room. It was suggested the room layout be reversed so that the bathroom facility would share a wall with the Office/Storage/Electrical Room so that they shared a “water wall” providing for the installation of a small work sink in the office. Operator Pfankuch noted having a sink in the Office would increase efficiency by providing a place for disposal of sample fluids and necessary hand washing would result from required testing. He noted that in his work at the Dale WWTP, he does not have a sink and disposes of sample fluids in a floor drain. He said operations would be cleaner and more efficient if a sink was available.

It was determined that the Chemical Room layout would be flipped to allow for the shared “water wall” and a sink would be added to the Office area.

The Board determined that the added costs associated with the full basement option were not significant when looking at the long-term operations of the plant. The Board directed Engineer Miller to proceed with the full-basement option, flipping the Chemical Room layout, adding a small sink in the Office Room, and adding the header and breakout wall allowing for ease of expansion in the future as discussed.

The Board asked about how the plant would continue to operate during the construction process. Engineer Miller explained the details have not been fully determined, but the idea is to “hold” the influent in pond #1 during construction, and then, once the new system is online, it would be treated through the new plant. She explained that the pond abandonment plan would be developed and included with the submission to the DNR.

Engineer Miller also provided an updated, tentative timeline, noting the goal is to submit the plant design to the DNR in late June or early July. She would then continue to work on permitting and with WPS for the utility extension. She anticipates bid letting in early 2025 and construction to begin in the spring of 2025. She noted the schedule is most definitely subject to change.

III. Public Comment and Requests for Future Agenda Items – NONE

IV. Next Meeting

The Board scheduled the next meeting for Tuesday, March 12, 2024 at 4:00 p.m.

V. Adjournment

MOTION:

Motion by Commissioner Guth

Second by Commissioner Kreutzberg

Motion to adjourn at 5:03 p.m.

Motion carried unanimously.