

**DELAVAN LAKE SANITARY DISTRICT**

**MINUTES**

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**Regular Meeting**

**April 21, 2026**

**8:00 A.M.**

**CALL TO ORDER**

President Miller called the Regular Meeting to order at 8:00 A.M. at the Delavan Lake Sanitary District located at 2990 County Rd F South, Delavan, Wisconsin.

**ROLL CALL** Present: Thomas Miller, President  
Kim O'Keefe, Commissioner  
Carol Radford, Commissioner  
David Reider, Commissioner  
Ben Nixdorf, Commissioner

Absent: None

Other: Administrator, Jim DeLuca  
Adam Handel  
Ray Seitz  
Kim Crosby  
Shelly Weeks  
Jake Lenell (*Auditor*)

Visitors: Mike Kraus

**DECLARATION OF A QUORUM**

President Miller declared a quorum present for doing business.

**DISCUSSION/POSSIBLE ACTION REGARDING 2025 AUDIT PERFORMED BY CLIFTONLARSONALLEN, LLP**

Jake Lenell from CliftonLarsonAllen, LLP reviewed the 2025 audit report giving a general overview. After testing and reviewing the information requested by them, their opinion is an unmodified, more commonly known as a clean, opinion which is the highest level of assurance they can provide, which affirms the financial statements appropriately report the activities of the Sanitary District. Commissioner O'Keefe

made a motion to accept the Audit as written. Commissioner Nixdorf seconded the motion which carried unanimously.

### **APPROVAL OF THE MINUTES OF REGULAR MEETING OF MARCH 5, 2026**

After a review of the Regular Meeting minutes of March 5, 2026, Commissioner O'Keefe made a motion to waive the reading of the minutes and accept the minutes as written. Commissioner Reider seconded the motion, which carried unanimously.

### **FINANCIAL**

After a review and discussion of the bills represented by check numbers 30244 through 30313, and Allocation of Funds through February 28, 2026, March 31, 2026, and Financial Statements for periods ending December 31, 2025, January 31, 2026, February 28, 2026, and March 31, 2026, Commissioner O'Keefe made a motion to accept payment of bills, Allocation of Funds, and Financial Statements as presented. Commissioner Radford seconded the motion which passed unanimously.

### **ADMINISTRATOR'S MONTHLY REPORTS**

Administrator DeLuca shared during the last storm event, LS #3 was struck by lightning taking out the SCADA, fuel injectors, the ATS, and the PLC. The PLC is now up and running, but Total Energy came out with an emergency crew and couldn't get the generator running. We are currently renting a generator for LS #3. The insurance company has been informed and we're currently working on getting quotes to replace it. Also, the home by LS #5 has foundation problems that will need to be dealt with. Other than that, the District has been busy with lake high water issues.

### **LAKE COMMITTEE REPORT**

Commissioner Nixdorf mentioned a drone was used Thursday night to track the water coming in and where it is going. Also, he is working on the phosphorous credits with Adam to see how the new technology we're using for the duckweed qualifies for the credits.

### **COMMENTS AND SUGGESTIONS OF CITIZENS PRESENT REGARDING AGENDA ITEMS**

None

**DISCUSSION/POSSIBLE ACTION – ONGOING LAKE MANAGEMENT**

None

**DISCUSSION/POSSIBLE ACTION REGARDING LS#7 REPLACEMENT REPAIRS AND IMPROVEMENTS**

Mr. Charvat has submitted a bill for Turfstone pavers, installation of same, and related work he would like reimbursement for. We restore the grass but do not typically cover expenses for items that are in our easement. After a brief discussion, a motion by Commissioner Nixdorf was made to table LS#7 reimbursement to Mr. Charvat and Commissioner Radford seconded the motion. The motion carried unanimously.

**DISCUSSION/POSSIBLE ACTION REGARDING LS#10 SUCTION VALVES**

Ray shared the valves need to be replaced as these are original valves from the 1980's. Crane has given us a quote with breakdowns. Line item 3 on the quote is a cost for bypass pumping which we can do ourselves and save money. Commissioner O'Keefe made a motion to accept line items 1, 2, & 4. Commissioner Reider seconded the motion which passed unanimously.

**DISCUSSION/POSSIBLE ACTION REGARDING SEWER GROUTING**

Administrator DeLuca shared this is grouting that needs to be done at the old Benson's Cottages area. There are multiple lines there as there were multiple cottages that were hooked up and capped and some of them are leaking at a rate of over 10 gallons per minute. Great Lakes needs to get in there and start grouting the stubs totally shut as soon as possible. After a brief discussion of the materials to be used and the process that needs to take place, Commissioner O'Keefe made a motion to accept the Great Lakes sewer grouting quote number 27977 dated April 15, 2026. Commissioner Radford seconded the motion which carried unanimously. Commissioner O'Keefe made a motion to authorize the Sanitary District to proceed with grouting not to exceed \$30,000 at the old Benson's Cottages property. Commissioner Reider seconded the motion which carried unanimously.

**DISCUSSION/POSSIBLE ACTION REGARDING ADDING 3<sup>RD</sup> PUMP TO LS#9 AND LS#10**

LS #9 and LS#10 are set up for 3 pumps each. We would like to get the third pump to get the stations working to full capacity. This would help us during

these heavy rain events. Fortunately, we did not experience any SSO's although others did. If one of those pumps had failed, we would have had an SSO. Commissioner O'Keefe made a motion to accept the 2 quotes from Crane Engineering ending in 548 and 549 with the added electrical connections and added installation of the pumps not to exceed \$145,000, and for the District Administrator or District employees to negotiate a better rate than \$40,000 to install 2 pumps. Commissioner Reider seconded the motion which passed unanimously.

#### **DISCUSSION/POSSIBLE ACTION REGARDING AREA 12 SEWER LINING**

This is regarding a pipe section the camera crew discovered has some defects in it. While pipe replacement is an option, this section is in the roadway which has just been redone by the County. Based on this, sewer lining repair is recommended. We have 2 quotes from VisuSewer. The lower quote includes involvement of the Sanitary District for assistance. Commissioner O'Keefe made a motion to accept the VisuSewer proposal Project 24" Sanitary Sewer CIPP Installation, dated 4/15/26, at a cost of \$65,943. Commissioner Radford seconded the motion which carried unanimously.

#### **DISCUSSION/POSSIBLE ACTION REGARDING FARM LEASE PROPOSAL**

Mike Klaus is the person who has been renting the neighboring farmland that the District Purchased. He is in the last year of a 3 year lease and presented the Commission with a farmland lease proposal as he would like to have a lease agreement with the District for this year prior to farming the land. Commissioner O'Keefe made a motion to accept the farmland lease proposal to include a satisfactory Certificate of Insurance naming the Sanitary District as an additional insured. President Miller seconded the motion which passed unanimously.

#### **DISCUSSION/POSSIBLE ACTION REGARDING PATH FOR WEED DISPOSAL SITE**

Three quotes for the excavation of the weed disposal path have been received. The least expensive quote came from Spiniolas Inc. in the amount of \$61,254. If we purchase the stone, Spiniolas will deduct \$20,580. After a brief discussion, President Miller made a motion to approve the proposal from Spiniolas Inc. for the weed disposal path. Commissioner O'Keefe seconded the motion which carried unanimously.

**DISCUSSION/POSSIBLE ACTION REGARDING MUNICIPAL WATERWORKS  
CERTIFICATION RENEWAL FOR RAY**

Ray has a water license that he renews each year and would like the District to reimburse him. The cost is \$45. Commissioner O'Keefe made a motion to approve up to \$47.50 for the water license renewal. President Miller seconded the motion which passed unanimously.

**DISCUSSION/POSSIBLE ACTION REGARDING DISTRICT FUNDS**

After a brief discussion on current rates, the Commission requested information on CD rates, with both shorter and longer investment terms, be brought before them to make an informed decision.

**CONSIDERATION OF FUTURE AGENDA ITEMS**

None

**DISCUSSION/POSSIBLE ACTION OR CONFIRMATION OF NEXT MEETING  
DATE**

The next regular meeting is scheduled to be held on May 19, 2026, at 8:00 a.m.

**ADJOURNMENT**

There being no further items to discuss, Commissioner O'Keefe made a motion to adjourn the meeting. President Miller seconded the motion which passed unanimously. The meeting adjourned at 9:12 a.m.

  
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Kim O'Keefe, Secretary

Date Approved: May 19, 2026