

**DELAVAN LAKE SANITARY DISTRICT**

**MINUTES**

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**Regular & Closed Session**

**December 16, 2022**

**9:00 A.M.**

**CALL TO ORDER**

President Miller called the Regular & Closed Session meeting to order at 9:00 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 (*arrived 10:00am*)  
David Reider, Commissioner  
Richard Beers, Commissioner  
Ted Kasch, Commissioner

Absent: None

Other: Administrator Jim DeLuca  
Charlie Handel  
Ray Seitz  
Doug Snyder (Engineer)  
Dale Robertson (USGS)

Visitors: None

**DECLARATION OF A QUORUM**

President Miller declared a quorum present for doing business.

**APPROVAL OF MINUTES OF REGULAR MEETING OF NOVEMBER 16, 2022**

After review of the Regular Meeting Minutes of November 16, 2022, Commissioner Beers made a motion to approve the November 16, 2022 Regular Meeting Minutes as written. Commissioner Kasch seconded the motion which passed unanimously.

**FINANCIAL**

After a review and discussion of the bills, Allocation of Funds through November 30, 2022, and the Financial Statements for periods ending November 30, 2022, Commissioner Beers made a motion to accept payment of bills represented by check numbers 28471 through 28520, Allocation of Funds through November 30, 2022, and Financial Statements for periods ending November 30, 2022. Commissioner Kasch seconded the motion which carried unanimously.

#### **ADMINISTRATOR'S MONTHLY REPORT**

Administrator DeLuca shared we have not received the generator that was ordered as the company we ordered it from is waiting on electronic chips. We anticipate receiving the generator sometime in 2023.

#### **LAKE COMMITTEE REPORT**

Commissioner Beers shared there was no Lake Committee meeting due to lack of a quorum.

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

None

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

None

#### **DISCUSSION/POSSIBLE ACTION REGARDING ILLEGAL LATERAL CONNECTIONS**

None

#### **DISCUSSION/POSSIBLE ACTION REGARDING LS#4 REMODEL – CONTRACT A – CHANGE ORDER 1 AND 2**

Doug Snyder described change orders to LS#4 Contract A. Change Order 1 is a reduction of \$6,750 if the District agrees to the use of a different pump manufacturer than the one specified in the bid. After a brief discussion, Commissioner Beers made a motion to approve Change Order 1. President Miller seconded the motion which passed unanimously.

Doug Snyder discussed Change Order 2 explaining it was a deduction in the amount of \$19,370 if the District agrees to let the contractor reuse the suction valves and wall pipes that are currently in the wet well as they are in good shape and all they will need to do is repaint them and change the bolts out. Also, in this reduction is their use of the existing wet well transducer that was installed a few years ago and the flow meter that was installed 10 years ago. Commissioner Beers made a motion to approve Change Order 2. Commissioner Kasch seconded the motion which carried unanimously.

**DISCUSSION/POSSIBLE ACTION REGARDING PAYMENT REQUEST #1 – LS#4 REMODEL – CONTRACT A**

Doug Snyder recommended approval of the first pay request by Mid City Corporation in the amount of \$67,022.50. This amount includes Change Order 1 in the price. Commissioner Beers made a motion to approve the recommendation of payment to Mid City Corporation in the amount of \$67,022.50. Commissioner Kasch seconded the motion which carried unanimously.

**DISCUSSION/POSSIBLE ACTION REGARDING ALTA VISTA AND ADALIA SANITARY SEWER EXTENSION**

Administrator DeLuca shared there have been several requests for homes to be built in the Alta Vista and Adalia area by property owners as well as potential purchasers of the parcels. While these parcels are in the Sanitary District, they do not have sewer to them at this point. Doug has completed a preliminary special assessment report for a possible sewer extension. If the District chooses to move forward with the extension, parcel owners will need to be notified, the report Doug prepared made available to them, and a public hearing needs to be held. The northern part of Alta Vista already has sewer to it. The pipe that is there would be relayed to make it deeper to serve all the way south to Adalia and all the way east to the end of Adalia. There would be approximately 12 lots that could have service to them in the future. Commissioner Kasch made a motion to move forward with a public meeting on the Alta Vista and Adalia Sanitary Sewer Extension. Commissioner Reider seconded the motion which passed unanimously.

**DISCUSSION/POSSIBLE ACTION REGARDING BROAD STREET AND WOOD STREET SANITARY SEWER EXTENSION**

Administrator DeLuca shared he has had more sewer service inquiries for Broad Street than he did on Alta Vista and Adalia. The concept is the same as the Alta Vista and Adalia extension. This extension will serve quite a few more parcels.

Commissioner Beers made a motion to move forward with a public meeting on the Broad Street and Wood Street Sanitary Sewer Extension. Commissioner Kasch seconded the motion which carried unanimously.

#### **DISCUSSION/POSSIBLE ACTION REGARDING CTH O SANITARY SEWER REPLACEMENT – BID RESULTS, POSSIBLE AWARD, AND CONSTRUCTION ENGINEERING AGREEMENT**

Doug Snyder shared there were 6 bidders for the County Trunk Highway O Sanitary Sewer Project. The lowest bidder is Reesman's Excavating and Grading, Inc. from Burlington, WI with the lowest base bid amount of \$1,460,833.00. The base bid is with SDR 26 PVC, the lowest cost pipe material that meets current District standards. Alternate Bids A, B, and C will allow the entire project to be completed using C-900 PVC. Doug recommends the Commission award Alternates A, B, and C and award the bid to Reesman's Excavating and Grading Inc. for a total amount of \$1,501,745.00 contingent on regulatory permits. Commissioner Beers made a motion to approve the recommendation of Doug Snyder of Baxter & Woodman for CTH O. Commissioner Kasch seconded the motion which passed unanimously.

Next, Doug discussed the Construction Engineering Work Order for the CTH O construction project in the amount of \$64,200. Ray Seitz will be the Field Project Representative at the construction site, saving the District approximately \$35,000 on engineering costs. Commissioner Beers made a motion to approve the Work Order in the amount of \$64,200. Commissioner Kasch seconded the motion which carried unanimously.

#### **DISCUSSION/POSSIBLE ACTION REGARDING CTH O UPDATES**

None

#### **DISCUSSION/POSSIBLE ACTION REGARDING LAKE LAWN, LLC EASEMENT**

Administrator DeLuca shared this is the final document being agreed upon by Stan and the other Attorneys and is required by the IGA. The District is abandoning the one parcel that we own and establishing the new easement which will have our lift station in it as well as our sewer lines going to Highway 50. Commissioner Kasch made a motion to approve the Lake Lawn, LLC easement. Commissioner Beers seconded the motion which passed unanimously.

## **DISCUSSION/POSSIBLE ACTION REGARDING USGS JOINT FUNDING AGREEMENT**

The renewal of the Joint Funding Agreement with USGS was presented to the Commission to continue the monitoring program on Jackson Creek. The total cost for the study is \$43,000 of which the District would pay approximately \$32,400 (\$25,000 to USGS and approximately \$7,400 to the State Laboratory of Hygiene for chemical analyses), USGS will contribute \$10,600. President Miller does not feel the sewer payers should be responsible for this expense. He feels the Town should be paying for this. President Miller made a motion to not pay for the Joint Funding Agreement with USGS and Commissioner Kasch seconded the motion. Commissioner Beers expressed the importance of uninterrupted data collection as well as the independent expertise that USGS lends to the data. Commissioner Reider shared frustration over the timing of when we receive the data. A vote was taken and the motion failed with a 2 aye and 3 abstain vote. President Miller, aye, Commissioner O'Keefe abstained, Commissioner Kasch, aye, Commissioner Reider abstained, Commissioner Beers abstained.

Commissioner Beers made a motion to pay the Joint Funding Agreement with USGS and Commissioner O'Keefe seconded the motion. Dale Robertson from USGS shared installation of real time sensors that measure certain things as a solution to Commissioner Reiders concerns for receiving timely data. For example, if we wanted to catch manure dumps into the lake, we could put in a master monitoring site and get a sensor that measures nitrogen. However, the cost of the sensor is approximately \$30,000 and processing the collected samples could cost another \$30,000. Another option is to send someone out to get a sample when an event happens, refrigerate the sample and USGS can pick the sample up for testing. He could also activate the sampler that is on Mound Road if the event is upstream of Mound Road and then he would have the sample within 30 minutes of the event.

Dale clarified the purpose of monitoring Mound Road is to see if things are changing in the watershed which includes the ponds. The Sanitary District is not evaluating the water quality in the lake, the Town is. Samples are taken at the deepest part of the lake to evaluate the water quality of the lake as well as the plankton in the lake. The Town is paying for the data coming from the deep hole monitoring. This information is key information that we receive in the State of the Lake Report.

Concluding the discussion with Dale Robertson, a vote was taken, and the motion passed with a 3 aye, 1 nay and 1 abstain vote. President Miller, nay, Commissioner O'Keefe, aye, Commissioner Kasch, aye, Commissioner Reider abstained, Commissioner Beers, aye.

**DISCUSSION/POSSIBLE ACTION REGARDING EMAIL SECURITY**

Commissioner Beers shared the Town of Delavan's email host got hacked and their email went down disrupting their communication system which affected their ability to conduct business as usual. Upon having Administrator DeLuca talk with Dan Romenesko, our IT person, Dan recommended a third-party backup system for our hosted email system to protect us from this type of disruption. The cost for the third-party backup system is \$30 per year for each mailbox. Commissioner O'Keefe made a motion to have Administrator DeLuca proceed working with Romenesko Technologies to implement a redundant IT service to ensure backup capabilities. Commissioner Beers seconded the motion which carried unanimously.

**DISCUSSION/POSSIBLE ACTION REGARDING COLD STORAGE HEATER**

Administrator DeLuca discussed adding heaters to the addition side of the cold storage building as they would like to use that side of the building more for the salter truck and diesel engines. It takes a long time to bring the heat back up once the airport hanger doors open. After a brief discussion it was suggested to investigate pricing on other options.

**CLOSED SESSION**

Commissioner O'Keefe made a motion that the commissioners, upon duly made and carried, will immediately convene to closed session. Commissioner Beers seconded the motion, a roll call vote was taken, and the motion carried unanimously. The purpose of the closed portion of the meeting is:

To deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session pursuant to Section §19.85(1)(e), Wisconsin Statutes. Specifically, to be discussed is land purchases or sales in the Town of Delavan.

**RECONVENE IN OPEN SESSION**

Commissioner Beers made a motion to reconvene in open session at 11:10 a.m. The motion was seconded by Commissioner O'Keefe which carried unanimously.

**DISCUSSION/POSSIBLE ACTION ON ANY CLOSED SESSION MATTERS**

None.

**CONSIDERATION OF FUTURE AGENDA ITEMS**

None

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

The next regular meeting date is scheduled to be held on January 18, 2023 at 9:00 a.m.

**ADJOURNMENT**

There being no further items to discuss, Commissioner Beers made a motion to adjourn the meeting and recess to The Delavan Lake Yacht Club for the Holiday Luncheon. President Miller seconded the motion which carried unanimously. The meeting adjourned at 11:12 a.m.

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Kim O'Keefe, Secretary

Date Approved: January 18, 2023