

DELAVAN LAKE SANITARY DISTRICT

MINUTES

Regular & Closed Session

February 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
David Reider, Commissioner
Richard Beers, Commissioner
Ted Kasch, Commissioner

Absent: None

Other: Administrator Jim DeLuca
Charlie Handel
Doug Snyder (Engineer)
Dale Robertson (USGS)
Rick Kalscheuer (R&R Insurance)

Visitors: Mary Knipper
Ann Krejci
Bob Krejci
Michael Bugno

DECLARATION OF A QUORUM

President Miller declared a quorum present for doing business.

**APPROVAL OF MINUTES OF SPECIAL MEETING OF DECEMBER 17, 2021,
REGULAR MEETING OF DECEMBER 17, 2021, SPECIAL MEETING OF
DECEMBER 29, 2021, SPECIAL MEETING OF JANUARY 7, 2022**

After review of the Special Meeting minutes of December 17, 2021, Commissioner Kasch made a motion to approve the December 17, 2021 Special

Meeting minutes as written. Commissioner Beers seconded the motion which passed unanimously.

During the review of the Regular Meeting minutes of December 17, 2021 Commissioner O'Keefe referenced a sentence in the first paragraph on page 4311 and requested the sentence "... Mr. Kidd is in possession of an email..." be reworded to "Mr. Kidd asserts he is in possession of an email" for clarification purposes. The last sentence in that same paragraph states "They had an agreement with DLSD...", for clarification it should say "They assert they had an agreement with DLSD...". A similar change on page 4312 to the last paragraph under Comments of Citizens Present Regarding Agenda Items should be made. The sentence which reads "... a breach of agreement ..." should read "... a breach of an asserted agreement ...". Commissioner Kasch made a motion to approve the minutes with the recommended changes and Commissioner Beers seconded the motion. The motion carried unanimously with the recommended change.

After a review of the Special Meeting minutes of December 29, 2021, Commissioner O'Keefe made a motion to approve the minutes as written and Commissioner Kasch seconded the motion which passed unanimously.

After a review of the Special Meeting minutes of January 7, 2022, Commissioner Kasch made a motion to approve the minutes as written and Commissioner O'Keefe seconded the motion which passed unanimously.

FINANCIAL

After a review and discussion of the bills, represented by check numbers 27980 through 28065, review of the Allocation of Funds through December 31, 2021 and January 31, 2022, and the Financial Statements for periods ending December 31, 2021 and January 31, 2022, Commissioner Kasch made a motion to approve the bills represented by check numbers 27980 through 28065, accept the Allocation of Funds through December 31, 2021 and January 31, 2022, and Financial Statements for periods ending December 31, 2021 and January 31, 2022. Commissioner O'Keefe seconded the motion which carried unanimously.

ADMINISTRATOR'S MONTHLY REPORT

Administrator DeLuca shared we are still trying to resolve a high flow rate in the Borg Road metering station. We have been doing some inspections but have not come across anything that might explain what is going on. The tech for the flow meter is coming out today to make sure it is calibrated correctly, and nothing is wrong with the laser system. Looking into a portable flow meter to use as a backup and assist in troubleshooting was discussed. Administrator

DeLuca did not believe the portable meter would serve our purpose. We monitor the station and if we notice something, we investigate it. The problem we are experiencing with the current flow meter does raise concerns about purchasing these flow meters in the future. Ray and Mitch will be going to a Wisconsin Rural Water Convention in a few weeks and will be able to check out new technology that might better serve us.

We are also working on discharge from 21 and 24 out of View Crest. The pipe is deteriorated, and Ray is working on getting estimates for this as it will be a costly expense. The size and depth of the pipe, as well as the fact it is up against a force main, and the presence of a major gas line in the area are what make this an expensive fix.

LAKE COMMITTEE REPORT

Commissioner Beers shared the Lake Committee is working on getting a contractor and a permit for the wastewater treatment so that they can proceed with the final permitting. Mary Knipper shared in January the Town Board approved a proposal from Peter Berini to do the wastewater permitting for Mound Road Ponds and she expects next week the Town Board will also be approving a proposal from Batterman Engineering to work with Peter Berini on completing the PE stamp that is required for the wastewater permit, the engineering design, and any bid actions that the Lake Committee and Town may take. Mary is hoping they can submit the permit to the DNR in the next two weeks.

COMMENTS AND SUGGESTIONS OF CITIZENS PRESENT REGARDING AGENDA ITEMS

Viewcrest resident Ann Krejci and Viewcrest Association Board Member Michael Bugno requested further clarification regarding the location of the deteriorating pipe out of Viewcrest that is up against a force main. Administrator DeLuca showed them on the wall map the location that was discussed.

As Mr. Bugno was leaving, he addressed a rope that was on a gate that blocks an entrance where the District has an easement and stated as a board member, he gives the District permission to cut the rope if needed.

DISCUSSION/POSSIBLE ACTION – ONGOING LAKE MANAGEMENT

Administrator DeLuca shared the Wisconsin Lakes Convention in Stevens Point is coming up in April.

DISCUSSION/POSSIBLE ACTION REGARDING ILLEGAL LATERAL CONNECTIONS

Administrator DeLuca stated it is still dry out and the water table is low. Therefore, there have been no new observations to confirm leaks.

DISCUSSION/POSSIBLE ACTION REGARDING KITCHEN REMODEL

Administrator DeLuca discussed the 3 bids that came in for the kitchen remodel. The bids came in somewhere between \$39,999 and \$46,440. Doug believes these bids are on the high end. Doug shared his engineers estimate was under \$25,000 for this remodel. Therefore, we took quotes as opposed to publicly bidding the project. If the commission does choose to move forward with this remodel and wants to accept one of these contractors quotes, he would like the commission to seek approval from our attorney to award the contract based on quotes rather than public bidding. Commissioner Beers made a motion to table the kitchen remodel. Commissioner O'Keefe seconded the motion. The motion passed unanimously.

DISCUSSION/POSSIBLE ACTION REGARDING LIFT STATION UPGRADES

Administrator DeLuca discussed lift stations #1, #9 and #10. He is bringing these lift stations to the commission's attention due to supply chain and delivery time issues. He would like to be able to order the control panel and materials for lift stations #1, #9 and #10 as there could be a 30 to 50-week delay in receiving them. Commissioner O'Keefe made a motion to proceed with the order and acquisition of the items on Administrator DeLuca's February 3, 2022 memorandum for lift stations #1, #9 and #10 which includes CPME motor control panels and SCADA integration as outlined. Commissioner Kasch seconded the motion which carried unanimously.

DISCUSSION/POSSIBLE ACTION REGARDING USGS JOINT FUNDING AGREEMENT

Dale Robertson from USGS discussed the proposal for continuing the monitoring of Jackson Creek at Mound Road and Highway 50. Stream flow, total phosphorus and sediment loads are being measured. Dissolved phosphorus is also being measured to see the relationship between total and dissolved phosphorus. This data record has been taking place for about 30 years and the Highway 50 location is longer than that. This is a major indicator of how changes in the lake should behave.

The Town will be adding a second gauge on Brown's Channel to see how Jackson Creek compares to another part of the watershed. The same things will be measured at this station as are measured at Jackson Creek and Highway 50. Dale thinks by adding Brown's Channel to the monitoring, approximately 75 to 80 percent of the water coming into the lake is being represented. Jackson Creek contributing between 67 and 70 percent of the total flow into the lake. There are some tributaries during heavy rains that are contributing factors to the lake, mostly on South Shore.

USGS has started monitoring the outlet just below the dam again. When they put the three pieces together, based on rainfall numbers, they can find out how much is coming in and compare that with what was happening in the 1980's. A base line of what has been happening was established in the 1980's. In the 1990's they cut back to primarily looking at Mound Road and Highway 50 as indicator sites. From those two locations they can put together a time stamp series to show how things have changed from then to the present. Dale will provide this information in a graph to us as well as a copy of his database. The State of the Lake presentation will likely take place in June.

Advances in technology such as the use of cameras are being used on some lakes to try and quantify the amount of a specific substance coming into the lake. This was talked about for Delavan Lake in relation to duckweed to see how much phosphorus is being brought into the lake via the duckweed. Dale stated he does not know how we can quantify what we are seeing in the air to actual phosphorus counts in the water. For measuring water quality, it still comes down to getting samples.

Richard Beers made a motion to accept the USGS Joint Funding Agreement for 2022 dated December 14, 2021 and authorize Administrator DeLuca to sign it. Commissioner O'Keefe seconded the motion and the motion passed with 3 aye and 2 nay votes. President Miller, nay, Commissioner O'Keefe, aye, Commissioner Kasch, nay, Commissioner Reider, aye, Commissioner Beers, aye.

The Town of Delavan provided a written request for the District to allow the Lake Committee to use District owned property along Brown's Channel for placement of a gauging station. This will be put on the next agenda for discussion and consideration.

DISCUSSION/POSSIBLE ACTION REGARDING INSURANCE RENEWAL

Rick Kalscheuer from R & R Insurance reviewed the District insurance renewal proposal. This insurance, endorsed by the League of Wisconsin Municipalities, is made up of cities and villages that hold the providers of the insurance

accountable. Should there be any extra money that R & R Insurance has, it comes back to the insured via lower rates or special dividends. Administrator DeLuca confirmed we have received dividends in the past.

The renewal premium has gone up approximately 18 percent. This was driven by increased workman's compensation, payroll, auto, and property. The purchase of a new truck worth approximately \$400,000 and a property appraisal that increased property values are the reasons auto and property increased. Our coverage includes general liability, auto liability, and public officials' liability which includes the commission as well as the District working as a business.

On our equipment and vehicles, the District insures at replacement cost. Any vehicle that is over \$100,000 there is full replacement cost for the first 10 years and vehicles under \$100,000 there is full replacement cost for the first 5 years. After the first 5 and 10 years, replacement value drops down to actual cash value.

Rick believes the District should consider adding cyber insurance to the policy. While \$25,000 worth of cyber coverage is in the policy, that is not enough to cover a cyber-attack event. Extortion, professionals to figure out what happened to the system, the repair of the system, and loss of business income are items covered by cyber insurance. To qualify for cyber insurance, the District would need to make some costly changes to our current IT system. Administrator DeLuca needs to work with Dan to get multifactor authentication so that that we can get a quote on this. The other insurance recommendation Rick made was to increase the District crime coverage. Right now, the District has \$100,000 worth of coverage. Rick believes we should carry a minimum of \$250,000 worth of coverage. This coverage protects against embezzlement. Commissioner O'Keefe would like to get a quote for these coverage changes as well as the cost to get our system to a level that we can qualify for cyber insurance to be discussed at the next meeting. Commissioner Beers would like a copy of our current IT's insurance policy to see what it covers should something happen. They requested our IT person be put on the agenda.

DISCUSSION POSSIBLE ACTION REGARDING VIEW CREST PATH SEWER EASEMENT PROJECT

Administrator DeLuca shared once we get into the wet season, we will be going back in there with the camera to find the leaks and get them grouted.

CLOSED SESSION

Commissioner O'Keefe made a motion that the commissioners, upon motion 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 for deliberating or negotiating 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

President Miller made a motion to reconvene in open session at 11:03 a.m. The motion was seconded by Commissioner Reider and carried unanimously.

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 March 9, 2022 at 9:00 a.m.

ADJOURNMENT

There being no further items to discuss, Commissioner Kasch made a motion to adjourn the meeting. Commissioner O'Keefe seconded the motion which passed unanimously. The meeting adjourned at 11:05 a.m.

Kim O'Keefe, Secretary

Date Approved: 3/9/2022