

**DELAVAN LAKE SANITARY DISTRICT**

**MINUTES**

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**Regular Meeting**

**March 10, 2021**

**9:00 A.M.**

**CALL TO ORDER**

President Miller called the Regular 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

Visitors: Bob Skidmore (Shodeen Development)

**DECLARATION OF A QUORUM**

President Miller declared a quorum present for doing business.

**ACKNOWLEDGEMENT OF RESIGNATION – COMMISSIONER TOM JOHNSON**

On behalf of all the Commissioners, Commissioner O'Keefe expressed the Commission's gratitude for Tom Johnson's dedication, knowledge and wise counsel while serving on the Delavan Lake Sanitary Commission. His presence will be missed.

**ACKNOWLEDGEMENT AND WELCOME OF NEW COMMISSIONER TED KASCH**

The Commissioners extended a friendly welcome to new Commissioner Ted Kasch.

**APPROVAL OF MINUTES OF REGULAR MEETING OF FEBRUARY 17, 2021**

Commissioner O'Keefe made a motion to approve the Regular Minutes of February 17, 2021 with any changes per the discussion. Commissioner Beers seconded the motion. After a brief discussion, Commissioner Beers requested the second sentence of the Lake Committee Report on page 4245 be clarified by adding "at the Lake Committee meeting" as well as an additional sentence stating the Lake Committee did not act on the recommendation. Upon vote, the motion with requested changes passed with a 4 aye and 1 abstain vote. President Miller, aye, Commissioner O'Keefe, aye, Commissioner Reider, aye, Commissioner Beers, aye, Commissioner Kasch, abstained.

**FINANCIAL**

After reviewing the bills, Commissioner O'Keefe made a motion to approve payment of bills represented by check numbers 27492 through 27521. Commissioner Beers seconded the motion which carried unanimously.

President Miller made a motion to accept the Allocation of Funds through February 28, 2021 and the Financial Statements for periods ending February 28, 2021 and place on file. Commissioner O'Keefe seconded the motion which carried unanimously.

**ADMINISTRATOR'S MONTHLY REPORT**

Administrator DeLuca shared the auditors are doing some work remotely and should be physically in the building next week. He also mentioned Attorney Riffle sent the Commission a letter regarding Westshire's recent default judgment in the amount of \$208,798.25 plus interest, attorney's fees, and any costs associated with this action. Attorney Riffle recommended DLSD hold a town hall meeting for public relations purposes to inform Westshire residents of the process the District will be taking should Westshire not cooperate and pay the default judgment. The Commissioners would like to meet with Attorney Riffle to discuss the default judgment before taking any action.

Administrator DeLuca discussed lift station 2 and lift station 11 problems and repair quotes that he has received. Lift station 11 has numerous leaks in the valves and lift station 2 has a serious problem with the air relief valve. Repair quotes received were approximately \$4,900 per lift station. He will be moving forward to get them repaired.

## LAKE COMMITTEE REPORT

Commissioner Beers shared there was a meeting with Baxter & Woodman, Town of Delavan, Administrator DeLuca and himself that had to do with the scope and analysis of the 3 different approaches for dredging the ponds. Doug is reviewing the approaches but also has other ideas after going out there and looking at the ponds. He will keep his review and analysis to 3 approaches, summarizing the costs associated with each one to aid in the decision and permitting process. Permits will depend on the approach chosen. Baxter & Woodman is planning to have a report ready for the April Lake Committee meeting. Mary Knipper is interested in having the Town Board hear the Baxter & Woodman proposal at a session where the Town Board is in session so they can consider the proposal and act on it.

## COMMENTS AND SUGGESTIONS OF CITIZENS PRESENT REGARDING AGENDA ITEMS

None

## DISCUSSION/POSSIBLE ACTION – ONGOING LAKE MANAGEMENT

Administrator DeLuca noted that water clarity by the outlet, dam and North Shore is very clear. He could see to the bottom which was filled with filamentous algae. Commissioner Kasch noticed the water flowing by Brown's Channel was brown.

Sanitary sewer overflow reports during rain events was discussed. We may be able to draw a connection between decreased water quality and Elkhorn sanitary sewer overflow incidents. This is data we should be collecting. Administrator DeLuca will check into monitoring the DNR website for overflow reports from Elkhorn after rain events.

## DISCUSSION/POSSIBLE ACTION REGARDING ILLEGAL LATERAL CONNECTIONS

Administrator DeLuca shared the procedure for dealing with illegal connections to laterals such as sump pumps. The crew sits at a lateral and records the pulsation of the sump pump. A letter is written to the owner requiring an internal inspection, or Attorney Riffle gives us an inspection warrant. Once we do the inspection if there is a violation, we write an order. If they do not comply then our attorney takes the property owner to court. This is an ongoing problem that every community must deal with. We can focus on getting a larger list together so that it is more cost effective in the event Attorney Riffle

needs to take owners to court. Commissioner Beers recommended Administrator DeLuca add data to his monthly Administrator Report to show the number of lateral leaks, number of leaks repaired and the number outstanding to help visualize the status of the problem as well as the progress being made.

#### **DISCUSSION/POSSIBLE ACTION REGARDING VALENCIA DRIVE SANITARY SEWER ACCEPTANCE**

Doug Snyder of Baxter & Woodman sent a letter March 2, 2021 recommending the District approve the Valencia Drive Sanitary Sewer Replacement Project and release the bond, contingent on the Developer paying all District costs related to this project as the District has all the documents requested. Administrator DeLuca will have Kim generate the final invoice. Commissioner Beers made a motion to approve the Valencia Drive Sanitary Sewer Replacement Project and release the bond, contingent on the Developer paying all District costs related to this project. Commissioner Reider seconded the motion which carried unanimously.

#### **DISCUSSION/POSSIBLE ACTION REGARDING PAYMENT REQUEST #3 – LS#3A REPLACEMENT**

Doug Snyder of Baxter & Woodman sent a Payment Recommendation letter recommending the Commission approve partial payment to Staab Construction Corporation in the amount of \$21,897.50. Commissioner Beers made a motion to approve payment request #3 in the amount of \$21,897.50 to Staab Construction Corporation. Commissioner Reider seconded the motion which carried unanimously.

#### **DISCUSSION/POSSIBLE ACTION REGARDING RESOLUTION NUMBER 2 OF 2021 – DESIGNATING PUBLIC DEPOSITORY AND AUTHORIZING WITHDRAWAL OF DISTRICT MONEYS**

President Miller stated interest rates are very low and the staff is doing a good job of handling the investing of funds. He feels comfortable leaving the decision of where to move the funds up to Administrator DeLuca and staff. Commissioner Beers made a motion to accept Resolution Number 2 of 2021 – Designating Public Depository and Authorizing Withdrawal of District Moneys. Commissioner Kasch seconded the motion which passed unanimously.

**DISCUSSION/POSSIBLE ACTION REGARDING DISTRICT FUNDS**

Administrator DeLuca would like to move funds to a special business money market at Advia Credit Union that will give .5% return on funds over \$200,000. Commissioner Beers made a motion to approve moving funds from Town Bank to Advia Credit Union. Commissioner Kasch seconded the motion which carried unanimously.

**CONSIDERATION OF FUTURE AGENDA ITEMS**

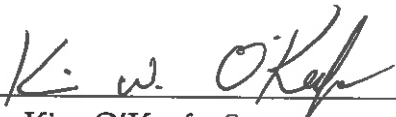
On-going Lake Management to remain on the agenda.

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

The next regular meeting date is scheduled to be held on April 14, 2021 at 9:00 a.m.

**ADJOURNMENT**

There being no further items to discuss, President Miller made a motion to adjourn the meeting. Commissioner O'Keefe seconded the motion which carried unanimously. The meeting adjourned at 10:21 a.m.

  
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Kim O'Keefe, Secretary

Date Approved: 4/14/2021