

**DELAVAN LAKE SANITARY DISTRICT**

**MINUTES**

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**Regular Meeting**

**October 30, 2023**

**9:15 A.M.**

**CALL TO ORDER**

President Miller called the Regular Meeting to order at 9:15 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  
Shelly Weeks  
Adam Handel  
Ray Seitz  
Eric Ritchey

Visitors: John Surinak

**DECLARATION OF A QUORUM**

President Miller declared a quorum present for doing business.

**APPROVAL OF MINUTES OF SPECIAL MEETING OF OCTOBER 4, 2023**

After reviewing the Special Meeting minutes of October 4, 2023, Commissioner O'Keefe made a motion to waive the reading of the minutes and approve the October 4, 2023, Special Meeting minutes as written. Commissioner Kasch seconded the motion which passed unanimously.

**FINANCIAL**

After a review and discussion of the bills represented by check numbers 28951 through 29017, Allocation of Funds through September 30, 2023, and Financial Statements for periods ending September 30, 2023, Commissioner O'Keefe made a motion to accept payment of bills, Allocation of Funds, and Financial Statements as presented. Commissioner Kasch seconded the motion and the motion carried unanimously.

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

Administrator DeLuca shared difficulties he is having with Alliant Energy due to some policy changes they have made. Alliant Energy in the past has asked us to convert from a Delta ungrounded 3 phase to the Y grounded 3 phase when we're upgrading our lift stations and has covered that cost. We have been informed that moving forward we will have to share that cost which adds approximately \$8,400 to our cost for these projects. At L.S. #2A, we will have to absorb that cost. If we do not convert and they need to disconnect our service for servicing reasons, their engineer shared that they reserve the right to not re-energize the station. Administrator DeLuca took this as a threat and called a complaint in to the PSC.

#### **LAKE COMMITTEE REPORT**

Commissioner Beers shared the Lake Committee meeting mostly dealt with the completion of the dredging project. Approximately 95% of the scheduled dredging work to be completed was done before they had to wrap up for the season. The cost to finish the project next year would be more than was budgeted so a decision was made to close and spend no more money on the project.

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

John Surinak wondered if any money will be added to the half million restricted in the equipment fund. Administrator DeLuca shared the account is fully funded and no money will be added to it.

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

Administrator DeLuca shared Charlie Handel will be retiring on January 3, 2024.

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

None

**DISCUSSION/POSSIBLE ACTION REGARDING SHORES OF DELAVAN**

Administrator DeLuca has not received a response regarding the items still needed from Shodeen. This item is tabled until the next meeting.

**DISCUSSION/POSSIBLE ACTION REGARDING RESOLUTION NO. 4 OF 2023 ADOPTING THE 2024 BUDGET**

Commissioner Beers made a motion to adopt Resolution No. 4 of 2023 Adopting the 2024 Budget. Commissioner O'Keefe seconded the motion which passed unanimously.

**DISCUSSION/POSSIBLE ACTION REGARDING RESOLUTION NO. 5 OF 2023 LEVYING TAXES FOR 2023 PAYABLE IN 2024**

Commissioner Beers made a motion to adopt Resolution No. 5 of 2023 Levying Taxes for 2023 Payable in 2024. Commissioner Kasch seconded the motion which passed unanimously.

**DISCUSSION/POSSIBLE ACTION REGARDING RESOLUTION NO. 6 OF 2023 SETTING THE VALUE OF AN EQUIVALENT RESIDENTIAL UNIT FOR 2024**

Commissioner Beers made a motion to adopt Resolution No. 6 of 2023 Setting the Value of an Equivalent Residential Unit for 2024. Commissioner Kasch seconded the motion which passed unanimously.

**DISCUSSION/POSSIBLE ACTION REGARDING RESOLUTION NO. 7 OF 2023 SETTING THE MONTHLY SEWER SERVICE CHARGE FOR 2024**

Commissioner Beers made a motion to adopt Resolution No. 7 of 2023 Setting the Monthly Sewer Service Charge for 2024. Commissioner Kasch seconded the motion which passed with a 4 aye, 1 abstain vote. President Miller, abstain, Commissioner O'Keefe, aye, Commissioner Kasch, aye, Commissioner Reider, aye, Commissioner Beers, aye.

**DISCUSSION/POSSIBLE ACTION REGARDING RESOLUTION NO. 8 OF 2023 SETTING THE CONNECTION FEE CHARGE FOR 2024**

Commissioner Beers made a motion to adopt Resolution No. 8 of 2023 Setting the Connection Fee Charge for 2024. Commissioner Kasch seconded the motion which passed unanimously.

**DISCUSSION/POSSIBLE ACTION REGARDING LS# 8 PUMP MOUNT REPAIR IN WET WELL**

Administrator DeLuca shared the base of LS# 8, which houses the support for our submersible pumps, is deteriorated. The concrete is coming apart and the pumps are starting to wobble. Great Lakes and Crane Engineering have been contacted regarding this problem. Crane Engineering is working on this as Great Lakes won't be able to get to it until next year. Crane Engineering will be draining the wet well, putting it in bypass, and restructuring the base. They are leaning toward using epoxy grout and epoxying the entire wet well. Crane Engineering will do the repair for \$28,675. If we would epoxy coat the first 8 feet, it would be an additional \$10,920 and if we choose to epoxy coat all the way to the top, its an additional \$31,000. The total project could cost \$71,000 plus or minus 10% depending on what we find once they start this project. Administrator DeLuca was encouraged to push Crane Engineering into discussing other solutions and have them share their experiences regarding our concerns, specifically, dealing with frequency vibrations. Commissioner O'Keefe made a motion to authorize LS# 8 repairs to include the labor, equipment, and materials for \$28,675, deducts of approximately \$3,500, the full coating in the amount of \$31,000, for a total not to exceed \$80,000 with the potential add-ins. Commissioner Reider seconded the motion which carried unanimously.

**DISCUSSION/POSSIBLE ACTION REGARDING LS# 3 SERVICE UPGRADE**

Administrator DeLuca mentioned we would like to get this station switched to a Y system. While we have a quote from Power Tech for the changeover, Alliant has not gotten back to us with what they are going to charge yet. If the Commission would like to move forward with this, Administrator DeLuca suggested a motion not to exceed \$20,000. Commissioner O'Keefe made a motion to authorize LS# 3 service upgrade not to exceed \$20,000. Commissioner Beers seconded the motion which passed unanimously.

**DISCUSSION/POSSIBLE ACTION REGARDING LS# 5 CONCEPT PLANS**

Engineer Doug Snyder wanted the Commission to review and give feedback on the plans for LS# 5. The plans reflect efforts to make the lift station look like a house. It will have a garage for storage and a bathroom. The goal is to make it more aesthetically pleasing.

**DISCUSSION/POSSIBLE ACTION REGARDING LS# 2A**

Ray shared he and Doug are looking at November 30, 2023, for the notice in the paper for the project to go out for bids. Doug is looking for a bid opening date of December 14, 2023, so he could have his recommendation to you by the December 15, 2023, monthly meeting.

#### **DISCUSSION/POSSIBLE ACTION REGARDING VEHICLE REPLACEMENTS AND UPGRADES**

The two vehicles the District is looking at replacing are the 2009 Colorado and the 2015 truck Mitch is driving which will allow us to take advantage of the higher trade-in value on his truck. The plow and safety kits from Monroe for either one of the vehicles will cost approximately \$12,100. The quote to purchase a 2024 Colorado is \$38,120. The 2009 Colorado doesn't have much trade-in value so that vehicle the District can try to sell. The cost for the 2024 Chevy GMC Sierra 2500 HD is \$54,085. Ewald will give us \$15,500 for trade-in on the 2015 truck. Commissioner O'Keefe made a motion to authorize the purchase of the GMC Sierra through Ewald Automotive Group with the plow package and to attempt to gain \$18,000 for the trade-in and if not, the District can sell it. Commissioner Beers seconded the motion which carried unanimously. Commissioner O'Keefe made a motion to purchase the 2024 Colorado 4WD Crew Cab in the amount of \$38,120. Commissioner Beers seconded the motion which passed unanimously.

#### **DISCUSSION/POSSIBLE ACTION REGARDING STARLINK**

Administrator DeLuca discussed a problem the District is experiencing using First Net for our internet. The speed provided by First Net is not fast enough and is affecting our phone system. Calls break up and on occasion are completely dropped. He shared Lyons is using Starlink for their phone and internet and they are getting 200mb for speed. After further discussion, Commissioner O'Keefe made a motion to authorize the Starlink one-time hardware cost of \$2,500, \$250 per month, 1TB of Priority Data, along with the IT configuration not to exceed \$3,000. Commissioner Beers seconded the motion which carried unanimously.

#### **DISCUSSION/POSSIBLE ACTION REGARDING BARGE #84 UPGRADES**

Adam shared he has not received a quote for the modifications to the barge from Aquarius Systems yet. Commissioner Beers requested information regarding how much the barge gets used as alternative possibilities should be considered due to its limited use. This item will be tabled until the next meeting.

**DISCUSSION/POSSIBLE ACTION REGARDING ASSESSMENT LETTER FEE INCREASE PROPOSAL**

Commissioner Beers made a motion to adopt and change the Assessment Letter fee to \$50 per letter request beginning January 1, 2024. Shelly shared when a property is being sold a Title Company calls and asks us for information as to outstanding assessments, account balances due, and any easements or encroachments within the easement. The crew goes out when there is an easement to verify the easement doesn't have any encroachments. We have been at \$20 for a long time and many communities have raised their rate to between \$50 to \$100 per letter. Commissioner Reider seconded the motion which passed unanimously.

**DISCUSSION/POSSIBLE ACTION REGARDING ANNUAL HOLIDAY LUNCHEON DATES & LOCATION**

The luncheon is to be held on December 8, 2023. Commissioner Beers will check with the Yacht Club to see if it is available to have there.

**CONSIDERATION OF FUTURE AGENDA ITEMS**

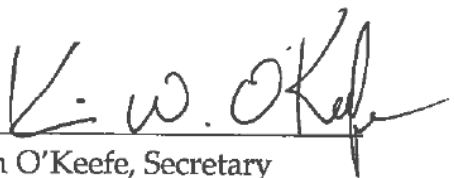
None

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

The next regular meeting date is scheduled to be held on November 15, 2023 at 9:00 a.m.

**ADJOURNMENT**

There being no further items to discuss, Commissioner Kasch made a motion to adjourn the meeting. Commissioner Beers seconded the motion which passed unanimously. The meeting adjourned at 10:55 a.m.

  
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Kim O'Keefe, Secretary

Date Approved: November 15, 2023