

DELAVAN LAKE SANITARY DISTRICT

MINUTES

Regular Meeting & Closed Session

January 16, 2019

8:30 A.M.

CALL TO ORDER.

President Miller, called the meeting to order at 8:30 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
Thomas Johnson, Commissioner
David Reider, Commissioner
Richard Beers, Commissioner

Absent: none

Other: Administrator Jim DeLuca
Charlie Handel
Doug Snyder (Baxter & Woodman)

Visitors: Jim McKevitt

DECLARATION OF A QUORUM.

President Miller declared a quorum present for doing business.

Commissioner O'Keefe arrived at 8:32 a.m.

CLOSED SESSION

President Miller made a motion that the commissioners, upon motion duly made and carried, will immediately convene to closed session. The purpose of the closed session portion of the meeting is to consider, 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 as authorized under Section

19.85(1)(e), Wisconsin Statutes. Specifically, to be discussed is land purchases in the Town of Delavan.

The motion was seconded by Commissioner Beers. A roll call vote revealed Commissioner Johnson and Commissioner Reider in favor. The motion carried unanimously. Commissioner O'Keefe arrived after the roll call vote was taken.

RECONVENE IN OPEN SESSION

Commissioner Beers made a motion to reconvene in open session at 8:57 a.m. The motion was seconded by President Miller which carried unanimously.

DISCUSSION/POSSIBLE ACTION REGARDING CLOSED SESSION MATTERS

There was no additional discussion on closed session matters.

APPROVAL OF MINUTES OF REGULAR MEETING OF DECEMBER 12, 2018

Commissioner Beers made a motion to approve the minutes of the regular meeting of December 12, 2018 as written. Commissioner O'Keefe seconded the motion which carried unanimously. A discussion took place afterward.

DISCUSSION/POSSIBLE ACTION REGARDING ENGINEERING SERVICES AGREEMENT

Doug Snyder from Baxter and Woodman discussed the Engineering Services Agreement for 80 hours at \$85 per hour which references the 2011 Master Engineering Service Agreement. The purpose of referencing the 2011 Master Engineering Service Agreement is to save on attorney fees as nothing has changed from that agreement. Commissioner Johnson made a motion to approve the Engineering Services Agreement. Commissioner Beers seconded the motion which carried unanimously.

DISCUSSION/POSSIBLE ACTION REGARDING FORCE MAIN PROGRESS

Doug from Baxter and Woodman gave an update on the progress of the force main. It will be advertised in the paper Wednesday January 23, 2019 with a bid opening date of February 7th and presented to the Commission at the February meeting for action and award. The second part of the project is the lift station modifications which are not done yet. The plan is to advertise that February 20th

and have bids back by your March commission meeting. The lift station modifications include new pumps, new piping, new electric, new generator and modifications.

DISCUSSION/POSSIBLE ACTION REGARDING UPDATE ON SHORES OF DELAVAN REVIEW

Doug from Baxter and Woodman gave an update on the meeting that took place last week. We are hoping they have their plans done and back to us by the end of January so that we can have our review done and in front of the Commission for final approval by the February meeting.

FINANCIAL

After reviewing the bills, Commissioner O'Keefe made a motion to approve payment of bills represented by check numbers 26274 through 26329. Commissioner Beers seconded the motion which carried unanimously. A discussion took place about voided checks as well as credit card charges, health insurance cost, harvester expenses, plowing of Manor Lane and software support expenses.

The Allocation of Funds through December 31, 2018 and the unaudited Financial Statements for periods ending December 31, 2018 were reviewed and discussed. Auditors should be here the end of February and beginning of March to perform an audit of our financials. A correction on the Town Bank interest rate needs to be made as it has increased to 2.35%. As to CD's, the next CD's we have will be coming due in April and May. A question in regard to "Construction Work in Progress-Harvester" was asked. This needs to be looked into to understand that figure. Commissioner O'Keefe suggested changes to the heading titles on the Profit and Loss for clarification purposes. Administrator DeLuca needs to see if this can happen as the reports are generated from a software program. Commissioner O'Keefe noted the significant weeds harvested verses the less than 10% increase to harvesting expenses. While several factors contributed to this, he felt DLSD should consider a cap on lake expenses as a percentage to total expenses. This as well as partnering with others needs to be pursued further and be placed on the next agenda. Following the discussion on lake expenses, Commissioner Beers made a motion to accept the Allocation of Funds through December 31, 2018 and the Financial Statements for periods ending December 31, 2018. President Miller seconded the motion which passed unanimously.

ADMINISTRATOR'S MONTHLY REPORT

Administrator DeLuca shared the new website is up and running and we are pleased with the user friendliness of it. DLSD is having trouble with some phone lines. AT&T has been out a few times and noted mouse damage. The SCADA keeps going down and this could be due to damage from mice. It was noted by President Miller that mice go after wire that has a soybean based coating on it. Administrator DeLuca also noted the laser meter on Borg road is working very well.

LAKE COMMITTEE REPORT

Commissioner Beers shared a discussion of doing more pellet testing in 2019 took place at the Lake Committee meeting. The question of whether or not DLSD would be interested in participating in that was asked. Commissioner Beers was unable to give them any indication one way or the other as this was the first he was hearing about it. Before DLSD would make a decision, we would need to see the data and results from use of the pellets.

Ravenswood has requested an extension to their piers of 30 feet due to sediment buildup and an inability to get boats in and out of their lifts on the piers. While piers are a Town of Delavan ordinance, it is of interest because Ravenswood uses the pellets and their reason for needing the pier extension is sediment buildup.

Commissioner O'Keefe requested that Commissioner Beers find out if dredging of the ponds is in the Lake Committee plans. He would also like Commissioner Beers to ask the Lake Committee why the Lily Pad problem exists.

COMMENTS AND SUGGESTIONS OF CITIZENS PRESENT REGARDING AGENDA ITEMS

Jim McKeveitt introduced himself and shared his history with Delavan Lake as well as his appreciation for the work that DLSD is doing to maintain the lake. He also spoke in regard to the robust economy and the importance of getting all the different entities working together to maintain the ponds and the lake. That the ponds have not been taken care of is a concern.

DISCUSSION/POSSIBLE ACTION – NLC SERVICE LINE AGREEMENT

DLSD Attorney Stan Riffle sent an email that stated he did not approve of the proposal agreement we received from NLC. He attached a revised letter that he composed for our review that we could send back to NLC. Based on a January 14th letter from Stan, President Miller's understanding is that NLC will confirm, in letter form, to DLSD that no exclusive rights will be given to the company to use the District's name, logo and marketing materials of this nature. The vendor is to pay all District costs to develop and distribute the letter. President Miller would also like the vendor to pay the District's attorney costs involved with this agreement.

It was decided that the letter that Attorney Stan Riffle drafted be sent to NLC to see if they agree to these terms. Administrator DeLuca has already sent NLC a copy of the Attorney's letter and recently received a response from NLC. Administrator DeLuca stated that staff wouldn't have to send out letters because the company offered to do that service after DLSD staff approves the letter. A copy of the NLC response will be given to the Commissioners for discussion at the next meeting.

DISCUSSION/POSSIBLE ACTION REGARDING PELLET PROGRAM

Charlie Handel shared a presentation he and Audrey put together on the pellet program results. Pellet placement points, water depth, and rain events are shown so everyone can see what has been gained at each of the sites. The rain events had a significant impact on the results.

The west pond has the least flow, therefore should be the truest reading. Results show we gained 5 inches of sediment. The inlet had sites with pellets and controlled sites without pellets. The sites marked "A" had pellets, the sites marked "B" did not have pellets. Factors that can't be controlled are the constant flow of water and sediments, boats and harvesters, sediment flushed by storms, municipal discharge, human activities, aquatic plant decay, and fish and animal activity.

An experiment using six, 16 gallon buckets was also done simultaneously with the pellets in the lake. Three buckets received pellets and three did not. These buckets were analyzed for Dissolved Reactive Phosphorus and Total Phosphorus. Dissolved Reactive Phosphorus and Total Phosphorus increased when the pellets were added. Charlie stated that it's not that we're creating more phosphorus by adding pellets, the existing phosphorus is changing form.

The pellets are moving the phosphorus out of the sediment into the water until it settles out and then it goes back down into the sediment. Commissioner Beers requested additional information be added to one of the charts showing the amount of phosphorus in the main lake. Charlie will check with Dale Robertson of USGS to see what information we can get.

There was a separate pellet test in a tank done to see the results of pellets on the muck. What this showed is that there was very little change in the sediment level. Charlie did put an abundance of pellets in the water in one spot to see the effect on November 29th, they did create a divet in the sediment. He also put two minnows in to see the effect on the minnows. The activity of the minnows filled in the divet which shows how fluffy the sediment becomes from the pellets.

In summary, the testing in the lake that was done is still inconclusive. The controlled test in buckets does confirm that the pellets do facilitate the release of Total Phosphorus as well as Dissolved Reactive Phosphorus (Ortho-Phosphorus) from the sediment in the lake.

DISCUSSION/POSSIBLE ACTION REGARDING AREA 12 INTERCEPTOR EASEMENT TREE CLEARING

Administrator DeLuca explained the large price difference between Gifford Tree Service and Homer Tree Service. One reason for the price difference is that Gifford is a local contractor and would like to keep his crew busy during their off season, while Homer is a bigger company based out of Illinois. The other reason is that Homer has large equipment they would bring in to clear the property. Transporting this large equipment would increase the cost. Gifford has smaller equipment but between manpower and the smaller equipment, can get the job done. President Miller requested that Gifford specify the scope of the work to be done by them. Commissioner Beers made a motion to accept the Gifford Tree Service bid. Commissioner O'Keefe seconded the motion which carried unanimously.

DISCUSSION/POSSIBLE ACTION REGARDING RESOLUTION 1 OF 2019 ADOPTING WISCONSIN'S HEALTHY LAKES COST-SHARE GRANT FOR NATIVE SHORELAND PLANTING

Commissioner Beers made a motion to approve Resolution 1 of 2019 Adopting Wisconsin's Healthy Lakes Cost-Share Grant for Native Shoreland Planting.

Commissioner O'Keefe seconded the motion which carried unanimously.

Charlie shared we may be able to get some reimbursement from the DNR.

DISCUSSION/POSSIBLE ACTION REGARDING SCADA UPGRADE TO MOBILE WIN911

Administrator DeLuca received a quote from Todd for \$5,450 which is the same as last year. This will be a mobile module that does not include the monthly Verizon bill of approximately \$10 to \$20 per month to send a signal to the cloud which will also send it to the smart phones. This will be a redundant system which will help offset the problems we have with AT&T. We will continue using the RF system but have this as a backup system. This system will text and email or call the smart phone to let the staff know what the error is and what is wrong. Commissioner Beers made a motion to accept the bid for the Upgrade to Mobile WIN911. Commissioner O'Keefe seconded the motion which passed unanimously.

CONSIDERATION OF FUTURE AGENDA ITEMS

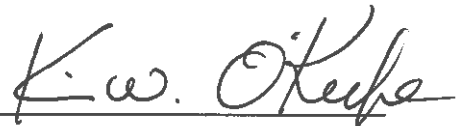
None

DISCUSSION/POSSIBLE ACTION OR CONFIRMATION OF NEXT MEETING DATE

The next regular meeting date is scheduled to be held on February 27, 2019 at 9:00 a.m.

ADJOURNMENT

There being no further items to discuss, President Miller made a motion to adjourn the meeting. Commissioner Johnson seconded the motion which carried unanimously. The meeting adjourned at 11:20 a.m.



Kim O'Keefe, Secretary

Date Approved: 4/17/2019