

DELAVAN LAKE SANITARY DISTRICT

MINUTES

Regular Meeting

July 15, 2020

9:00 A.M.

CALL TO ORDER

President Miller called the Regular Meeting to order at 9:02 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
Doug Snyder (Engineer)

Visitors: Katherine Gaulke

DECLARATION OF A QUORUM

President Miller declared a quorum present for doing business.

APPROVAL OF MINUTES OF REGULAR MEETING OF JUNE 17, 2020, SPECIAL MEETING OF JUNE 24, 2020, SPECIAL MEETING OF JULY 7, 2020

After reviewing the Regular & Closed Session minutes of June 17, 2020, Commissioner Beers made a motion to approve the minutes as written. Commissioner Johnson seconded the motion which passed unanimously.

After reviewing the Special & Closed Session minutes of June 24, 2020, Commissioner Beers made a motion to approve the minutes as written. President Miller seconded the motion which passed unanimously.

After reviewing the Special Meeting minutes of July 7, 2020, Commissioner Beers made a motion to approve the minutes as written. Commissioner O'Keefe seconded the motion which passed unanimously.

FINANCIAL

After a review and discussion of the bills represented by check numbers 27107 through 27157, Commissioner O'Keefe made a motion to approve check numbers 27107 through 27157. Commissioner Reider seconded the motion which passed unanimously.

Commissioner O'Keefe made a motion to accept the Allocation of Funds report for the period ending June 30, 2020 and place on file. The motion was seconded by President Miller and carried unanimously.

Administrator DeLuca reviewed the financial statements for the period ending June 30, 2020. Commissioner Reider made a motion to accept the financial statements and place them on file. President Miller seconded the motion which carried unanimously.

ADMINISTRATOR'S MONTHLY REPORT

Administrator DeLuca shared an update on lift station 4. On July 27th the old generator will be pulled out to get ready for the new generator which should be here in August. Alliant is working on running an underground 3 phase grounded feed to our lift station.

On July 17th AT&T is coming to do a site assessment for fiberoptic service to our building to get us off the wireless SIM cards we are currently experiencing difficulties with. Hopefully, this can be completed by mid-August.

Regarding the letter the Commissioners received from the County requesting a joint staff meeting, our Attorney recommends a letter be sent back stating we will only meet with the County Board directly. President Miller agreed to write the letter. Once the letter is completed, Administrator DeLuca will send a copy to all the Commissioners.

LAKE COMMITTEE REPORT

Commissioner Beers shared that minutes from the last Lake Committee Meeting are not available yet. Katherine Gaulke shared Peter Berini responded to the

DNR's request for additional information. The amount of time the DNR must respond at this point is unknown so status of the permit is also unknown. The August 5th breakfast at Lake Lawn sponsored by the Town of Delavan, WCEDA, and Lake Lawn was discussed. The purpose of the meeting is to highlight the value of intergovernmental cooperation to share in the cost of maintaining the lake as the lake is a benefit to surrounding communities. UW Whitewater will be there to present the findings from their study on the economic value of Delavan Lake to the Town of Delavan as well as surrounding communities. The Delavan Rotary Club will be having the same presentation on August 12, 2020 at 12:00 p.m. at Lake Lawn for those that cannot make the August 5, 2020 presentation. WECDA will be broadcasting it as well. Katherine also mentioned a drone study the Town is doing to capture boat traffic and better understand lake capacity. The drone will also be flown after rain events to monitor water flow. Commissioner O'Keefe shared an increase in wave height he has noticed due to wake boats. The Lake Committee is working with USGS to address this and should have a proposal at the next Lake Committee meeting.

COMMENTS AND SUGGESTIONS OF CITIZENS PRESENT REGARDING AGENDA ITEMS

None

DISCUSSION/POSSIBLE ACTION – ONGOING LAKE MANAGEMENT

Commissioner Reider shared the increased number of boats going through the inlet during the carp hunting event has caused approximately a 50% increase in lily pad's in the inlet going down toward Mound Road. This will cause a huge phosphorus spike.

DISCUSSION/POSSIBLE ACTION REGARDING PAYMENT REQUEST #5 – LS#6 FORCE MAIN

Engineer Doug Snyder reviewed the request for payment by Reeseman's Excavating & Grading, Inc. in the amount of \$28,538.58 and has given his approval for payment of work completed to date. Commissioner Beers made a motion to approve the payment request by Reeseman's Excavating & Grading, Inc. in the amount of \$28,538.58. Commissioner Johnson seconded the motion which passed unanimously.

DISCUSSION/POSSIBLE ACTION REGARDING LS#3, LS#3A, LS#4 REHAB/REPAIRS

Engineer Doug Snyder discussed his review of projects that need to be done in the next year. LS#3 should have electric conduit run to the site as the Association is repaving the road. He suggested the District set some money aside to hire someone to put in the conduit for a future lift station upgrade. This would save the District later not having to deal with pavement issues and the Association. It is thought this could be completed for approximately \$20,000. More information needs to be gathered prior to getting a firmer quote. Commissioner Beers made a motion to authorize Administrator DeLuca to proceed with LS#3 spending up to \$25,000 to complete the work listed in Baxter and Woodman's recommendation. Commissioner Reider seconded the motion which passed with a 4 aye, 1 abstain vote. President Miller, abstain, Commissioner O'Keefe, aye, Commissioner Johnson, aye, Commissioner Reider, aye, Commissioner Beers, aye.

Engineer Doug Snyder discussed LS#3A as another project to be considered in the next year. He placed this one on the list as the property this lift station is on is under permit right now for site plan. This is an opportunity for the District to get a roadway down to that station and possibly upgrade that station without a legal battle. He recommends making this a submersible station at a cost of \$550,000. This would be very similar to LS#8. This price includes eliminating the steel can, putting a vault next to the existing structure, putting piping in that vault, new submersible pumps in the existing wet well, new control panel, new generator, new electric lines from the generator building to the pumping station, putting an access drive down to the station and putting grass pavers around the station within 75 feet of the lake. The grass pavers are a request by the property owner. Basically, a complete rebuild except using the existing wet well structure. This project will need to be done expediently to be done by March as the property owner has a large family reunion scheduled at his house in July and plans to do all his landscaping in April and May. President Miller made a motion to approve the work on LS#3A in the amount of \$550,000. Commissioner Beers seconded the motion which carried unanimously.

Engineer Doug Snyder shared LS#4 is the station that was going to be done before LS#3A. The plan was to remodel LS#4 very similar to what is being done at LS#6. This is a custom-built station in Ravenswood that needs new mechanical system, new piping, new valves, replacement pumps, motor controls and building remodeling including new doors. The total cost to remodel this station is \$650,000. This is not an emergency so it could be done in phases. The first phase would be the control panel. President Miller made a motion to authorize Administrator DeLuca and Doug Snyder to work together on a budget

to stage the work required on LS#4 as listed in the Baxter and Woodman report. Commissioner Beers seconded the motion which passed unanimously.

DISCUSSION/POSSIBLE ACTION REGARDING VALENCIA DRIVE SEWER PROJECT

Engineer Doug Snyder recommended the District allow the Developer to proceed in accordance with the Developer's Agreement with the condition that the bonds and insurance are acceptable to the Engineer and Attorney and that we obtain Walworth County permits on the project. Commissioner O'Keefe made a motion to allow the Developer to proceed in accordance with the Developer's Agreement with the condition that the bonds and insurance are acceptable to the Engineer and Attorney and that we obtain Walworth County permits on the project. President Miller seconded the motion which passed unanimously. Upon another brief discussion, Commissioner O'Keefe made a motion to amend the previous motion to include allowing the Engineer to do the construction observation on the Shodeen Valencia Drive project based upon the agreement submitted. President Miller seconded the motion which carried unanimously.

DISCUSSION/POSSIBLE ACTION REGARDING LATE PAYMENT FEES ON SEWER

Billing Clerk Shelly Weeks shared the PSC has lifted the moratorium on the ability to charge late fees as of July 15, 2020. She requested the Commission wait to reinstate late fees until after the delinquent accounts are transferred to the tax roll as late fees can not be charged on amounts billed prior to July 15, 2020. Adjustments would need to be made to the billing software to comply. Commissioner Beers made a motion to have late fees commence once delinquent accounts are transferred to the tax roll. Commissioner Johnson seconded the motion which passed unanimously.

DISCUSSION/POSSIBLE ACTION REGARDING HANDBOOK AMENDMENTS FOR PANDEMICS

Administrator DeLuca reviewed the changes made to the employee handbook regarding pandemics. Commissioner Beers made a motion to approve changes to the employee handbook as submitted on page 31 and 35. Commissioner Reider seconded the motion which carried unanimously.

DISCUSSION/POSSIBLE ACTION REGARDING AUDIT PROPOSALS

Administrator DeLuca shared our contract with the current auditor is expiring and Shelly Weeks has gotten quotes from several different companies. CliftonLarsonAllen LLP at \$12,600 has the lowest bid. After a brief discussion, Commissioner Beers made a motion to accept CliftonLarsonAllen LLP proposal for auditing the District for a 3-year period at a rate of \$12,600 per year. President Miller seconded the motion which passed unanimously.

DISCUSSION/POSSIBLE ACTION REGARDING SCHEDULING BUDGET WORKSHOP DATES

After a brief discussion, it was decided to have a closed budget meeting one hour prior to the regular monthly meeting.

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 August 19, 2020 at 9:00 a.m.

ADJOURNMENT

There being no further items to discuss, Commissioner Beers made a motion to adjourn the meeting. Commissioner O'Keefe seconded the motion which carried unanimously. The meeting adjourned at 10:38 a.m.



Kim O'Keefe, Secretary

Date Approved: 8/19/2020