

DELAVAN LAKE SANITARY DISTRICT

MINUTES

Regular Meeting and Closed Session

June 20, 2018

9:00 A.M.

CALL TO ORDER.

President Miller, called the 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
Thomas Johnson, Commissioner
David Reider, Commissioner
Richard Beers, Commissioner

Visitors: Mary Knipper, Lori Charvat

DECLARATION OF A QUORUM.

President Miller declared a quorum present for doing business.

APPROVAL OF MINUTES OF SPECIAL MEETING OF MAY 2, 2018, REGULAR MEETING OF MAY 16, 2018

President Miller made a motion to waive the reading of the minutes of the special meeting of May 2, 2018. Commissioner Beers made a recommendation that the word gages on page 3972 be changed to gauges. Commissioner O'Keefe made a motion to approve them with the recommended corrected changes. President Miller seconded the motion which carried unanimously.

President Miller made a motion to waive the reading of the minutes of the regular meeting on May 16, 2018. Commissioner Johnson made a motion to approve them as written. Commissioner Beers seconded the motion which carried unanimously.

FINANCE

After reviewing the bills, Commissioner O'Keefe made a motion to approve payment of bills represented by check numbers 25924 through 25984. Commissioner Reider seconded the motion which carried unanimously.

President Miller made a motion to accept the Allocation of Funds report for the period ending on May 31, 2018 and place on file. The motion was seconded by Commissioner O'Keefe and carried unanimously.

Commissioner O'Keefe made a motion to accept the Financial Statements for the period ending on May 31, 2018 and place on file. The motion was seconded by Commissioner Reider and carried unanimously.

ADMINISTRATOR'S MONTHLY REPORT

Administrator DeLuca shared the completion of the lateral work done at 4135 Bennett Street. Some trees fell on Brown's Channel. One tree was leaning over the neighbor's house. We hired a tree professional to help remove that tree for liability purposes. We had some other diseased trees removed as well. A few more trees have fallen where we need to put the path in and we're going to have the tree professional remove them as well due to the risk factor. We're following DNR guidelines from Heidi and Nick.

An update on lift stations was given. Lift station #2 should be at the painting stage this week. Lift station #11 had a pump failure yesterday and a new pump was purchased from Crane Engineering. The pump cost is approximately \$5,000 with labor for time to bring it down and help put it in bringing the total bill around \$12,000. The cost to redo the existing pump is cost prohibitive so it will be scrapped.

The dam has had a gate failure. Yesterday, because of the rains and rising lake level, we torched out the rod, then used come-a-longs and winches to prop the gate up. That is what's holding the gate up right now. It was the only way we could get it open and relieve the lake as it was rising pretty fast. The Town is going to replace the rods and gear box using the original installer so it's done correctly.

Administrator DeLuca is looking into wireless phone services as we are having issues with the copper land lines we're currently on. We're investigating the

cost and features of Verizon One Talk and Synergy NexVortex. It may cost a little more than we're paying right now.

We're looking into changing our website provider. Rural Water has a web template that is user friendly and their web hosting is very reasonable. We would be able to get our website away from Market Pipeline which we're paying \$100 per month for and any major changes we'd like to make are very costly to have them do it. Rural Water has better interface with some templates for easier use for the user to edit the site and make changes. They have a one-time setup fee of \$300 with the annual hosting being \$390 giving us a savings with the change. We will need to sign up with Go Daddy or a similar company to host our e-mails and there would also be an expense with Dan, our IT person, to assist with some of the transition. The change would free up some money as we would like to get off the old e-mail system and purchase Outlook Office 365 which Dan favors for the security features it offers. Commissioner Beers suggested we talk with the Town of Delavan as they just changed website providers.

LAKE COMMITTEE REPORT

Commissioner Beers stated that it wasn't on the Lake Committee's agenda to talk about projects so he did bring it up as a topic. He then shared a quick preliminary summary of past and present projects that have been or are being done. He stated that Mary Pat O'Connor is willing to give us a top level list of projects that they are working on so that we can have in one place, a document that shows where the expenditures for the year are. This will be the topic of communication at the next meeting. Although Commissioner Beers did discuss the topic of lake funding plans, the discussion is not reflected in the minutes. Commissioner O'Keefe would still like to know how the Lake Committee goes to the Town Board and has them earmark money for the lake. He would like to see the Lake Committee show the mechanism they are using to set money aside in support of the lake. A consistent budget commitment is being looked for and the mechanism for how they come up with the budgeted amount, be it a flat dollar amount or a percentage of the revenue. This would assure us that the money stays allocated for lake projects. Commissioner Beers will request the Lake Committee share what is their process for funding of lake projects and more specifically what is the process of setting money aside within the town budget for lake project funding. Commissioner O'Keefe would also like Commissioner Beers to procure documentation that shows the Town of Delavan reached out to the other communities (City of Elkhorn, City of Delavan, and Village of Walworth) requesting funds for the Mound Road Pellet Program, as

they indicated they were going to do. Commissioner Reider requested sharing some of our interests that we would like the Town to consider helping with to expand their ability to assist in our plans for the lake.

COMMENTS AND SUGGESTIONS OF CITIZENS PRESENT REGARDING AGENDA ITEMS

Mary Knipper shared that as the Lake Committee Report is part of the DLSD agenda, she would be happy to meet with them at some future time as she is a past president of DLIA and the same budgeting questions as discussed earlier were asked then. They did get a lakefront budget from the town of \$15,000 per year. They were also able to get the City of Delavan to be a stakeholder. The City of Delavan created a Resolution that said a certain percentage of their room tax would go toward lake improvement. However, there was a key to this agreement that the Town had to show they were a stakeholder for this to happen. We can't ask other communities to be stakeholders if the Town of Delavan isn't. She stated the Lake Committee has approximately \$297,000 in the lake fund right now and would like to know what the criteria is for dipping into that.

The concern that decisions can change with changes in administration and funds that were once there can disappear was discussed. Ways to prevent or make this more difficult were discussed. Commissioner O'Keefe and Commissioner Beers agreed to talk with our attorney regarding this issue.

Mary Knipper shared that Walworth County has the ICC (Intergovernmental Cooperation Counsel) which is made up of all the cities villages and townships. They will be meeting next Tuesday and next October. While you need to be invited to make a presentation, this would be a good opportunity for DLSD and the Town of Delavan to make a presentation while everyone that is in our watershed is at the table.

DISCUSSION/POSSIBLE ACTION REGARDING PAVING EASEMENT AT 3119 SOUTH SHORE DR.

DLSD has a gravel easement that goes from South Shore to our generator building that's by Randy Damon. There is a new property owner there who just built a home and would like to asphalt the road we have an easement on. Historically, we like to make sure that if they want to do an asphalt path that we would contribute to get it beyond the residential level because of our large trucks that travel to our site to pump that station. Lori Charvat of 3119 South

Shore Dr. brought estimates that showed the cost to asphalt the driveway as well as the upcharge for bringing it up to commercial grade. There is also a Y turn in the driveway that the property owner does not use. It is strictly there for DLSD's benefit. It was suggested that DLSD pay for that portion in full. The lowest bid came in lower than our engineer's estimate. Commissioner O'Keefe made a motion that Administrator DeLuca and Tom Miller work together to move forward with the project not to exceed \$10,000. Commissioner Johnson seconded the motion which passed unanimously.

DISCUSSION & REVIEW OF PELLET TECHNOLOGY STUDY PARAMETERS CONTINUED

Charlie shared an update on the collection of samples. We just received the parameters from USGS along with their sample containers this past week. Prior to receiving this, water measurements and water samples were taken, however we haven't had anything analyzed yet as we didn't have the containers until now. Now that we have the parameters and containers, the extra samples will start to be taken. The pellets testing is going to happen today. They are going to fill them this afternoon full of muck from the town park, put the water in and let it settle, and hopefully next week we'll start testing every two or three days.

Rain run off was brought up and Commissioner O'Keefe was interested in finding out where the 26 to 45 private drains that go into the lake are located. Charlie said he would work with Mike from the town to get this information. There are a lot of innovative ways to manage this issue. This is a project that potentially the DLIA could look into helping with.

DISCUSSION/POSSIBLE ACTION REGARDING 4135 BENNETT STREET SEWER LATERAL FAILURE

Administrator DeLuca shared that the lateral at 4135 Bennett Street was fixed and the bill was sent out. If the owner doesn't pay the bill it will go on their tax bill so we will be reimbursed one way or the other.

DISCUSSION/POSSIBLE ACTION REGARDING HARVESTER REPLACEMENT PROGRAM & GRANTS

Charlie shared that the grant has been applied for. He verified that the DNR received the grant application. We're waiting to hear back from the DNR now.

DISCUSSION/POSSIBLE ACTION REGARDING DNR REQUIRED WEED AND SOIL DISPOSAL SITES

Administrator DeLuca shared we're still trying to contact the property owners. Although phone calls are not being returned, he will continue to be persistent.

DISCUSSION/POSSIBLE ACTION REGARDING TECHNOLOGY UPDATE PROJECTOR & SCREEN OPTIONS

Commissioner O'Keefe noted that based on the information given to them by Administrator DeLuca, the projector is used approximately 34 times per year. Considering the cost, number of meetings and the usage over time, this is a very reasonable request to aid in the improvement of the various presentations that take place in the DLSD conference room. Commissioner O'Keefe made a motion to authorize Administrator DeLuca to proceed with the technology update not to exceed \$3,000. Commissioner Johnson seconded the motion which passed unanimously.

DISCUSSION/POSSIBLE ACTION REGARDING MONITORING OF SWIFFER DISPOSALS

Commissioner Beers requested this be on the agenda to discuss if we're seeing this material at a certain location on a regular basis, can we monitor it. Administrator DeLuca shared the materials get mixed with other matter and it is near impossible to decipher exactly what it is when they are having to pull the clogging material out.

DISCUSSION/POSSIBLE ACTION REGARDING BORG ROAD MARSH EASEMENT – COST SHARING AGREEMENT WITH WALCOMET PENDING APPROVAL

Administrator DeLuca shared that WalCoMet did not approve the easement agreement at their last meeting as they want to do a facilities study before they move forward. Administrator DeLuca will present this agreement to them again in the fall. As we do have a meter out there, we can move forward with the engineering costs and keep track of them, get it to a point where we bid it out to see what it will cost to get the gravel in there. Once WalCoMet approves the easement agreement, we can recoup some of the engineering costs. The estimate for engineering is \$14,000 and the gravel and excavating is estimated to cost from \$84,000 to \$100,000. Right now if we had a manhole or sewer line failure we would have to go to the neighboring farmer and to use his land, we

would have to buy his crop. To get our vehicles out there in the mud will be very expensive as well.

Administrator DeLuca discussed the need to clear the brush and tree growth by the swamp off of Borg Road. The sewer line there needs to be relined. The estimates to reline that are already at \$250,000. We don't want to wait until it collapses however; we need to clear the area first which will be a big expense as well. There is only one contractor out of IL that has the necessary equipment to get in there as it's a very wet area as well as a large area to clear. Mitch is currently working on this to get it out for bid in the fall as it will be over \$50,000. Administrator DeLuca said he would go back to the engineer and get a revised quote without the permitting costs. He will request a simple drawing and scope and see what savings we're looking at. President Miller made a motion to table the Borg Road Marsh Easement – Cost Sharing Agreement with WalCoMet Pending Approval until next month's meeting. Commissioner Beers seconded the motion which passed unanimously.

CLOSED SESSION.

President Miller made a motion to go into closed session at 10:48 a.m. to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reason require a closed session pursuant to section 19.85(1)(e), Wisconsin Statutes. Specifically to be discussed are land purchases in the Town of Delavan. The motion was seconded by Commissioner Beers and a roll call vote showed all commissioners in favor of the motion.

RECONVENE IN OPEN SESSION

Commissioner Beers made a motion to reconvene in open session at 12:55 p.m. The motion was seconded by Commissioner O'Keefe and passed unanimously.

DISCUSSION/POSSIBLE ACTION ON ANY CLOSED SESSION MATTERS

Commissioner O'Keefe made a motion to grant permission to Administrator DeLuca to discuss the purchase of and present an offer on the property at 4135 Bennett Street and the lakefront property next to it with DLSD Attorney Stan Riffle. Commissioner Beers seconded the motion which passed unanimously.

CONSIDERATION OF FUTURE AGENDA ITEMS

None.

DISCUSSION/POSSIBLE ACTION OR CONFIRMATION OF NEXT MEETING DATE

The next regular monthly meeting date will be Wednesday, July 18, 2018 at 9:00 a.m.

ADJOURNMENT

There being no further items to discuss, Commissioner O'Keefe made a motion to adjourn the meeting President Miller seconded the motion which passed unanimously. The meeting adjourned at 1:00 p.m.



Kim O'Keefe, Secretary

Date Approved: 7/18/2018