

DELAVAN LAKE SANITARY DISTRICT

MINUTES

Regular Meeting

March 14, 2018

9:00 A.M.

CALL TO ORDER.

President Miller, called the meeting to order at 9:04 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 (*via telecom at 9:20*)
Thomas Johnson, Commissioner
David Reider, Commissioner
Richard Beers, Commissioner

Visitors: Doug Snyder of Baxter Woodman

DECLARATION OF A QUORUM.

President Miller declared a quorum present for doing business.

APPROVAL OF MINUTES OF REGULAR MEETING OF FEBRUARY 21, 2018

After a short discussion, Commissioner Beers made a motion to waive the reading of the minutes of the Regular Meeting on February 21, 2018 and approve them as written. Commissioner Johnson seconded the motion which carried unanimously

FINANCIALS

After reviewing the bills and a brief discussion, President Miller made a motion to approve payment of bills represented by check numbers 25774 through 25817. Commissioner Reider seconded the motion which carried unanimously.

After a brief discussion, President Miller made a motion to accept the Allocation of Funds report and place on file. The motion was seconded by Commissioner Beers and carried unanimously.

Commissioner O'Keefe called in and was put on speaker at 9:20 a.m.

ADMINISTRATOR'S MONTHLY REPORT

In addition to the monthly report already provided to the commissioners, Administrator DeLuca discussed a report Charlie received from the State labs yesterday regarding the phosphorous load being very high. Charlie noted a hypertrophic lake (the worst rating you can get) is anything over 100 and the lake sample was 902. We already had an algae bloom in the outlet. The City of Elkhorn is a big contributor of Sanitary Sewer Overflows and runoff. Doug Snyder mentioned that surface run off events have to be reported to the DNR and those reports are available to us if we ask for them. Commissioner Beers requested we get a copy of that report.

Administrator DeLuca gave an update on the activity at View Crest. There was some resistance from citizens and mixed feelings among the Association board members in regard to the proposed path so we have backed away from that and went ahead to repair manholes and get work done. Commissioner Beers recommended we have a prepared press release stating what needed to be done, what was done and how it was done ready for the next meeting in case we need to allay fears.

President Miller requested an update on Brown's Channel plans. Administrator DeLuca mentioned we received the grant for Brown's Channel and had a phone meeting with Heidi from the DNR. There is some stream bank restoration to do, the entrance to the parking lot and a sign to put up saying we got funding from the DNR. Then we will do some invasive control (weed cutting). The project is ongoing.

Commissioner Beers asked if we had an agreement with the University of Whitewater to assist us. Charlie stated we have not heard from them. A discussion regarding the relationship challenges both Delavan Lake Sanitary District as well as college students face and how to overcome those challenges as well as the value and benefit we receive from this relationship. Commissioner Beers offered to look into other institutions for potential assistance as well.

Having no further comments or questions, President Miller made a motion to accept the Administrators report as submitted. The motion was seconded by Commissioner Beers and carried unanimously.

LAKE COMMITTEE REPORT

Commissioner Beers advised the board regarding what took place at the Lake Committee Meeting in February. Administrator DeLuca gave a presentation on projects that Delavan Lake Sanitary District is doing. No money was spent and no other issues discussed.

COMMENTS AND SUGGESTIONS OF CITIZENS PRESENT ON AGENDA ITEMS.

None

MOTION TO MOVE AGENDA OUT OF ORDER

President Miller made a motion to take the agenda out of order to address items 11 and 12 to accommodate Doug Snyder from Baxter Woodman. Commissioner Beers seconded the motion. The motion carried unanimously.

DISCUSSION/POSSIBLE ACTION REGARDING FUTURE PROJECTS & ENGINEERING

The lift station condition study update contained a proposal to update the plan that was done in 2008. A lot of work has been done since then and more knowledge has been attained about how we should change what we are doing with them. The proposal is for \$13,500 to update the report for all the lift stations. The report will contain a five year CIP in sequence which will discuss all of the lift stations and what should be done as well as prioritize the work to be done. This will give you the amount you need to spend each year for the next five years. It includes an evaluation of the connection charges the Delavan Lake Sanitary District currently charges to make sure the charges are adequate to cover the cost of the improvements without raising the connection fee. An updated plan will allow us to fine-tune our spending so that we are using funds wisely.

In that study, data for lift station #6 is being collected to see what can be done to salvage the pumps and make the station last longer with some of the existing equipment. Connecting the force main from lift station #6 to lift station #4 is being looked into. To do this, one more pipe will need to be added to the system. This is being considered as there is a need to lighten the burden currently placed on lift station #5. The study will help determine if this is worth Delavan Lake Sanitary District doing. If it is, it will become part of the plan.

Another part of the proposal is the per hour rate that Baxter Woodman is offering to the Delavan Lake Sanitary District. They are offering us the District Engineer 2018 service rate of \$85 per hour. We can use anyone in the Baxter Woodman Company for \$85 per hour for 80 hours per year.

The long term-plan from 2005 was discussed. Doug Snyder stated that plan is still in place and still good.

Commissioner Beers made a motion to approve the request for the five year study in the amount of \$13,500 to update the lift station study and the work order for 80 hours at a rate of \$85 per hour. President Miller seconded the motion. The motion carried unanimously.

DISCUSSION/POSSIBLE ACTION PARTIAL PAYMENT LIFT STATION #2

The partial payment in the amount of \$75,878.40 to Gilbank Construction for the work completed to date on the \$500,500.00 contract for the rehabilitation of lift station #2 was discussed. Commissioner Beers made a motion to accept the recommendation of the partial payment in the amount of \$75,878.40 to Gilbank Construction by Doug Snyder, for the rehabilitation of lift station #2. Tom Miller seconded the motion. The motion carried unanimously.

DISCUSSION & REVIEW OF PELLET TECHNOLOGY STUDY PARAMETERS CONTINUED

Charlie Handel gave an update on the pellet study. The possibility of doing additional core testing was discussed as well as the purchase of a core sampler to take core samples and have them tested. The cost to purchase a core sampler is approximately \$500 to \$800. The cost to test the samples taken would be approximately \$1,400. The more tests done the better however, the cost and impact of the testing was further discussed as well as who does the testing. Commissioner Beers would like a concise layout of what measurements are

going to be taken, who's going to be taking them, and when they are going to be taken and to know the test design before the pellets get put in the water. President Miller made a motion to spend no more than \$2,500 for the purchase of a core sampler and the testing of the core samples. Commissioner Beers seconded the motion. The motion carried unanimously.

DISCUSSION/POSSIBLE ACTION POSSIBLE MULTI-PURPOSE EQUIPMENT

Administrator DeLuca gave an update on the Berky and Trexor equipment purchase. He is still working on coordinating a demonstration to view the equipment while it is being used. This might become a future item due to the timing and availability of dredging projects. It will not appear on the agenda again until there is something to preview.

Commissioner Beers inquired as to where we would put dredge material and suggested the purchase of a lot. President Miller made a motion to put the purchase of a lot on the next agenda. Commissioner Beers seconded the motion. The motion carried unanimously.

DISCUSSION/POSSIBLE ACTION REGARDING 4135 BENNETT STREET SEWER LATERAL FAILURE

Letters have been sent to the homeowner at 4135 Bennett Street in regard to fixing the sewer lateral. To date we have not received any response to these letters. Administrator DeLuca requested permission to take legal action to get this matter resolved. We will be able to recoup the cost of legal fees and the cost of fixing the lateral via a lien on the property. Commissioner Beers made a motion to authorize Administrator DeLuca to take the property owners at 4135 Bennett Street to court. Commissioner Reider seconded the motion. The motion carried unanimously.

DISCUSSION/POSSIBLE ACTION REGARDING BORG ROAD INTERCEPTOR ACCESS ISSUE

Administrator DeLuca requested permission from the commission to start talking and negotiating with WalCoMet to get a joint easement recorded at the Register of Deeds for our parallel easements. The negotiation would involve splitting the costs and running a gravel route to our laser flow metering manhole that is out there in the swamp. This would benefit WalCoMet as well as they will gain access to a few of their manholes in that swamp. President Miller made a

motion to authorize Administrator DeLuca to negotiate with WalCoMet to get a joint easement agreement that would be recorded at the Walworth County Register of Deeds. Commissioner Beers seconded the motion. The motion carried unanimously.

DISCUSSION/POSSIBLE ACTION REGARDING HVAC REPLACEMENT ADMINISTRATION BUILDING

The replacement of one of the HVAC units in the Administration building was discussed. The possibility of using a less than 95% efficient unit was mentioned as the 95% efficient units have been known to have problems. Administrator DeLuca will look into more dependable options. President Miller made a motion to approve the purchase of an HVAC unit not to exceed \$7,145. Commissioner Johnson seconded the motion. The motion carried unanimously.

DISCUSSION/POSSIBLE ACTION REGARDING FUNDING OF LAKE PROJECTS

President Miller made a motion to table item 16 regarding discussion/possible action regarding funding of Lake Project. Commissioner Reider seconded the motion. The motion carried unanimously.

Commissioner O'Keefe's connection was dropped at 10:40 a.m.

CONSIDERATION OF FUTURE AGENDA ITEMS

Commissioner Beers would like to add evaluating the cost of our lab work that we get billed for and looking into alternatives added to the next agenda.

Commissioner Reider would like the review by the auditors added to the next agenda.

DISCUSSION/POSSIBLE ACTION OR CONFIRMATION OF NEXT MEETING DATE

After a short discussion the next regular monthly meeting date will be Wednesday, April 18, 2018 at 9:00 a.m.

ADJOURNMENT

There being no further items to discuss, President Miller made a motion to adjourn the meeting. The meeting adjourned at 10:54 a.m.



Kim O'Keefe, Secretary

Date Approved: April 18, 2018