

DELAVAN LAKE SANITARY DISTRICT

MINUTES

Regular Meeting

March 9, 2022

9:00 A.M.

CALL TO ORDER

President Miller called the Regular 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
David Reider, Commissioner
Richard Beers, Commissioner
Ted Kasch, Commissioner

Absent: None

Other: Administrator Jim DeLuca
Charlie Handel
Ray Seitz
Doug Snyder (Engineer)
Dan Romenesko (IT Tech)

Visitors: Mary Knipper

DECLARATION OF A QUORUM

President Miller declared a quorum present for doing business.

APPROVAL OF MINUTES OF REGULAR MEETING OF FEBRUARY 16, 2022

After review of the Regular Meeting minutes of February 16, 2022, Commissioner O'Keefe made a motion to approve the February 16, 2022 Regular Meeting minutes with a change to include the titles of Ann Krejci and Michael Bugno mentioned on page 4322 under Comments and Suggestions of Citizens Present Regarding Agenda Items. Commissioner Beers seconded the motion which passed unanimously.

FINANCIAL

After a review and discussion of the bills, represented by check numbers 28066 through 28105, review of the Allocation of Funds through February 28, 2022, and the Financial Statements for periods ending February 28, 2022, Commissioner O'Keefe made a motion to approve the bills represented by check numbers 28066 through 28105, accept the Allocation of Funds through February 28, 2022, and Financial Statements for periods ending February 28, 2022. Commissioner Beers seconded the motion which carried unanimously. Administrator DeLuca is to investigate bank fees and options from other banks.

ADMINISTRATOR'S MONTHLY REPORT

Administrator DeLuca shared Ray and Mitch will be going to the Wisconsin Rural Water Convention next week and he has a continuing education conference he will be going to next week as well.

The process for maintaining the lift stations and access to a maintenance manual for staff and new employees was discussed. Administrator DeLuca will work on getting a written manual put together.

LAKE COMMITTEE REPORT

Commissioner Beers shared the Lake Committee is getting ready to submit the permit for wastewater treatment. Mary Knipper shared there is a lot of work that goes into the wastewater permit and while they are almost done with it, the timeline is tight for getting everything laid. Another concern is they do not have the funding to do it yet.

COMMENTS AND SUGGESTIONS OF CITIZENS PRESENT REGARDING AGENDA ITEMS

None

DISCUSSION/POSSIBLE ACTION – ONGOING LAKE MANAGEMENT

None

DISCUSSION/POSSIBLE ACTION REGARDING ILLEGAL LATERAL CONNECTIONS

Administrator DeLuca stated it has been a dry winter. Therefore, there have been no new observations to confirm leaks.

DISCUSSION/POSSIBLE ACTION REGARDING KITCHEN REMODEL

Administrator DeLuca shared we are getting close to starting the seasonal work and therefore may not want to move forward with the kitchen remodel at this time. With all the economic factors going on right now, looking into getting bids now for the project to commence in the fall or winter was discussed.

DISCUSSION/POSSIBLE ACTION REGARDING LS#4 REMODELING BIDS

Doug Snyder discussed the Baxter and Woodman letters of recommendation given to the Commission. The remodel was broken into 2 contracts, so general contractor is not needed to do both the inside work and outside site work. Contract A is for the interior mechanical, plumbing, and anything dealing with the building. Contract B is anything dealing with the pavement outside, the site work, and possible work on the Ravenswood property.

Three bids were received for Contract A. The low bidder was Mid City Corporation for a base bid of \$676,700 and the high bid was Staab at \$867,000. There are two alternates to the contract and Doug recommends rejecting both. Alternate A is a \$27,000 deduct from the base bid amount if the piping we use inside the building is cement mortar lined versus the epoxy lined piping in the bid. Alternate B is for bypass pumping. If the District wants to do the bypass pumping and relieve the contractor of this responsibility and all it includes, there is a deduct from the base bid in the amount of \$40,000. He is recommending the District award the contract to Mid City Corporation for the base bid of \$676,700 contingent on regulatory approvals. Commissioner Kasch made a motion to accept the Mid City Corporation bid in the amount of \$676,000 and award them the contract contingent on regulatory approvals. Commissioner Beers seconded the motion which passed unanimously.

Two bids were received for Contract B. One is from Payne and Dolan for a base bid amount of \$69,908 and the second bid is from Staab Construction in the amount of \$160,000. This project also has two alternates. Alternate C is a deduct for allowing asphalt rather than the specified concrete around the building. The deduct amount for this is \$11,001. Alternate D is an addition for work on Ravenswood north of the lift station. If Ravenswood would like to benefit from already having the contractor here working, it would cost an additional \$10,410 to have this contractor pave over the existing base. Doug is recommending the Commission hold off awarding this contract until we hear back from Ravenswood. The District has 60 days to respond to these bids. No action was taken on this contract.

DISCUSSION/POSSIBLE ACTION REGARDING HIGHWAY O PIPE REHABILITATION

Administrator DeLuca showed a video of a section of force main coming out of Viewcrest on Highway O that was televised showing the deterioration and condition of the force main. Doug discussed three options to replace the force main. Relining is the preferred plan as there is a gas main close to the 24" pipe. Option one is relining the entire force main section with a high resin material that can withstand the gases. This option would require bypass pumping which can be very expensive. Option two is like option one by relining pipe but replaces the 21" pipe with 24" pipe and removes the existing 16" pipe and replaces it with 16" or 24" pipe for long term future growth. Option three is taking out the current pipe and saving it for future use in lift station #6. Basically, option three is to not do any rehab now to the existing pipe but put another 12" pipe down the opposite side of Highway O to take the flows from lift station #4 & #5, creating a new discharge point for lift station #4. The District would keep this in place until we choose to bypass lift station #6 and reline the pipe. This would avoid further degradation of the current 21" and 24" pipe. There will be a bit of cost to put the 12" pipe in as it will involve directional drilling. He is planning to have costs for all three options by next month.

DISCUSSION/POSSIBLE ACTION REGARDING IT AND CYBER INSURANCE

Administrator DeLuca shared the premium for cyber insurance from the League of Wisconsin Municipalities is \$2,123 per year. Dan spoke with Rick, the District's insurance agent, and shared the cyber insurance application is designed for a municipality of any size. Municipalities of the District's size do not have the IT staff to satisfy all the requirements. His discussion with Rick involved what we needed to do to qualify for cyber insurance. Rick shared what the District needs to do to qualify for the cyber insurance is establish multi-factor authentication for our email and remote access to the systems at the District. The insurance company wants two authentication factors in place to verify user authenticity. Setting this up could take a few hours and should not be very expensive. Dan recommends the District get the cyber insurance and have Commissioners use a DLSD email account for District communications. Commissioner O'Keefe made a motion to purchase the cyber insurance in the amount of \$2,123 per year. Commissioner Beers seconded the motion which carried unanimously.

Options for purchasing additional theft insurance were also provided by the League of Wisconsin Municipalities. Exposure of the District to potential employee theft as well as the increase in coverage for the cost was discussed. Commissioner O'Keefe made a motion to not move forward with the theft

insurance options and stay with the current premium for theft insurance in the amount of \$356. Commissioner Beers seconded the motion which passed unanimously.

DISCUSSION POSSIBLE ACTION REGARDING TOWN OF DELAVAN'S REQUEST FOR A GAUGING STATION ON BROWN'S CHANNEL LAND

Administrator DeLuca shared he has the appraiser hired and it will take eight to ten weeks for the appraisal. As the Commission would like to have all the facts to determine what they would like to do with the property before making any decision, President Miller made a motion to table this discussion until the District is in receipt of the property appraisal. Commissioner Reider seconded the motion which passed unanimously.

DISCUSSION POSSIBLE ACTION REGARDING S. SHORE MANOR SUBDIVISION SEWER EXTENSION ISSUES

Administrator DeLuca shared there is a section of the town by Brown's Channel where the developer never finished putting in the sewer system. In the last few weeks, we have received several requests to put in holding tanks from people who are looking to purchase the vacant lots. He is wondering if the Commission would like to extend the sewer there. The Commission would like Doug to put together a cost for this project to present to the lot owners as property owners will be assessed if the project moves forward.

DISCUSSION POSSIBLE ACTION REGARDING DNR NOTIFICATION REQUIREMENTS

Charlie shared new DNR rule changes that are coming. While they are not in effect yet, these new rules will add significant cost to our budget. The harvesting permit which is currently \$300 per year will be increased to \$7,500 per year. Also, within 5 days of applying for our harvesting permit, we will be required to notify everyone around the lake which is approximately 850 as well as additional postings that will be required. The spray permit which we pay \$1,270 per year will be going up to \$2,500 per year. Additionally, in the past we paid SEWRPC to do a plant survey, required to be done every 5 years, will be required to be done every year with the new requirements. The cost to have a plant survey done is approximately \$18,000. If these new rules are effective in 2023, we will need to spend money on the plant survey this year to be able to harvest next year. Charlie stated these changes could cause smaller lakes to just shut down their lake maintenance activities if they do not have the budgeting capacity to absorb these expenses. The Commissioners felt the public

should be made aware of these costly changes as ultimately these costs are passed on to them. Commissioner O'Keefe requested a letter be drafted regarding the new changes and sent to the DLIA requesting they send it out to their members. Other suggestions were to send a letter to the everyone around the lake to let them know of the potential increase to be passed on, expressing our view with special interest lobbying groups and placing an article in the newspaper.

DISCUSSION POSSIBLE ACTION REGARDING DNR PERMIT INCREASES

This was discussed along with the DNR notification requirements above.

DISCUSSION POSSIBLE ACTION REGARDING SCADA/MOTOR CONTROL RECOMMENDED SPARE PARTS

Administrator DeLuca discussed a list of spare parts for the SCADA that Russ and Todd put together. Commissioner O'Keefe made a motion to authorize Administrator DeLuca to proceed with purchase of the SCADA motor control spare parts not to exceed \$10,000. Commissioner Kasch seconded the motion which carried unanimously.

DISCUSSION POSSIBLE ACTION REGARDING SOFTWARE UPGRADE FOR CAMERA TRUCK

Administrator DeLuca shared the upgraded computer for the camera truck is coming. With the new windows environment, we need to upgrade the software as the software was not part of the purchase. Commissioner O'Keefe made a motion to authorize Administrator DeLuca to proceed with the software upgrade for the camera truck. Commissioner Kasch seconded the motion which passed unanimously.

DISCUSSION POSSIBLE ACTION REGARDING DISTRICT FUNDS

After a brief discussion of District funds, Commissioner Beers suggested we put the money in the money market and wait and all agreed.

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 April 20, 2022 at 9:00 a.m.

ADJOURNMENT

There being no further items to discuss, Commissioner O'Keefe made a motion to adjourn the meeting. Commissioner Beers seconded the motion which passed unanimously. The meeting adjourned at 11:38 a.m.

Kim O'Keefe, Secretary

Date Approved: _____