

Delafield-Hartland
Water Pollution Control Commission
416 Butler Drive, Delafield WI 53018-1871
Phone: 262-646-4364/Fax: 262-646-5187

Commission Meeting Minutes for June 17, 2008
Delafield-Hartland WPCC Treatment Plant Board Room

Time
7:00 PM

CALL MEETING TO ORDER

R. Landwehr called the meeting to order at 7:00 p.m.

ROLL CALL

Delafield

Paul Craig (excused)
Michele DeYoe
Gerald MacDougall
Ed McAleer

Village of Hartland

Karen Compton
Richard Landwehr
Michael Meyers
Rick Stevens

Also Present

Rose Frick
Bob Hyde

Guests

Andrew Craven – Strand Engineer
Scott Luczak – Del-Hart Leadman

APPROVE MINUTES OF MAY 20, 2008 COMMISSION MEETING – ACTION THEREON

**R. STEVENS MOTIONED TO APPROVE THE MINUTES OF THE MAY 20, 2008 MEETING.
E. MC ALEER SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL
WERE IN FAVOR. MOTION CARRIED.**

OTHER ISSUES

ELECTION OF OFFICERS – ACTION THEREON

**E. MC ALEER NOMINATED M. DE YOE FOR THE POSITION OF CHAIRPERSON. G. MAC
DOUGALL SECONDED THE NOMINATION. THERE WERE NO OTHER NOMINATIONS.
ALL WERE IN FAVOR. M. DE YOE WILL BE THE CHAIRPERSON.**

**E. MC ALEER NOMINATED R. LANDWEHR FOR THE POSITION OF VICE-CHAIRPERSON.
M. MEYERS SECONDED THE NOMINATION. THERE WERE NO OTHER NOMINATIONS.
ALL WERE IN FAVOR. R. LANDWEHR WILL BE THE VICE-CHAIRPERSON.**

**R. LANDWEHR NOMINATED K. COMPTON FOR THE POSITION OF
SECRETARY/TREASURER. M. MEYERS SECONDED THE NOMINATION. THERE WERE
NO OTHER NOMINATIONS. ALL WERE IN FAVOR. K. COMPTON WILL BE THE
SECRETARY/TREASURER.**

GENERAL MANAGER'S REPORT

HYDROGEN SULFIDE (H₂S) MITIGATION PROJECT – ACTION THEREON

A. Craven of Strand Engineering was present at the meeting and spoke to the Commissioners. He handed out a memo dated June 17, 2008 entitled "Project Update, Collection System Rehabilitation" outlining the work on the project and reviewed it with the Commission. Re-televising of the area by Naga-Waukee Park will take place. Visu-Sewer has been asked to "pan and tilt" the televising in order to see the repaired areas. In addition, staff will make an independent observation/opinion of the specific areas. The final wording of the agreement to have the damaged/repaired lines being re-televised in five years and Visu-Sewer accepting responsibility for repairs required as a result of the damage/repair associated with this project is being worked on and will be reviewed by Del-Hart's attorney.

A. Craven explained how the pinholes were detected in the coating of the manholes. B. Hyde stated that the majority of the coatings in the manholes were very, very thick. However, if there were thinners in the product and it pulled away from the concrete, it would not bond. This is where the pinholes are. Overall, it is impressive, but there are a few areas that need to be touched-up. A. Craven thought that it was most likely that the thickness exceeded specifications. It was clarified that although there was a minimum thickness specified, there is no maximum. All of the manholes will be re-inspected within one year. B. Hyde stated that they are taking photos of every manhole now.

The certifications have been obtained that were requested by the Commission. Payment Request #5 was discussed specifically as to how the total payment request was calculated. Discussion took place by the Commission regarding having a bond in place for five years to guarantee the terms of the extended warranty. A. Craven was of the opinion that a discussion regarding a bond should take place with Del-Hart's attorney. He offered that it should not be assumed that the liner was defective. Applied Felts' letter stated that according to industry standards, the repair work was above and beyond what was required. The liner will be televised and some of the repair marks will be reviewed by S. Luczak, Del-Hart's Leadman. E. McAleer stated that if visual confirmation is not obtained, then the remaining approximately 10% should not be paid. A. Craven stated that a post-lining televising will take place. He felt that the final pieces of information would be available within one month by the Commission's next meeting.

R. STEVENS MOTIONED TO PAY \$231,919.95 AND TO WITHHOLD THE REMAINING \$124,846.81 UNTIL THE COMMISSION IS SATISFIED BY VISUAL INSPECTION THAT THE JOB WAS DONE PROPERLY AND TO THE SPECS REQUIRED. THE \$124,846.81 WOULD THEN BE PAID WHEN THE FIVE YEAR WARRANTY WAS RECEIVED. M. MEYERS SECONDED THE MOTION. GENERAL DISCUSSION TOOK PLACE REGARDING POSSIBLE SCENARIOS AND REQUESTS FOR PAYMENT. IT WAS CLARIFIED BY R. FRICK THAT THE CONTRACT CONTAINS LANGUAGE STATING THAT UP TO 10% CAN BE WITHHELD. ALL WERE IN FAVOR. MOTION CARRIED.

COMPLIANCE MAINTENANCE ANNUAL REPORT – RESOLUTION 061708A – ACTION THEREON

S. Luczak distributed the Compliance Maintenance Annual Report (CMAR) to the Commissioners. A review of the report took place. Del-Hart received an "A" (4.0) rating in all areas.

M. MEYERS MOTIONED TO APPROVE RESOLUTION 061708A. R. STEVENS SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

SCUM PIT EPOXY COATING – ACTION THEREON

B. Hyde stated that he has not received a quote at this time. No action was taken.

SEVERE WEATHER UPDATE

B. Hyde reported that since June 1st over 12 inches of rain has fallen. Over 7,000 gallons per minute was pumped in recent days – this is the maximum that the flow meter can handle. The highest daily flow was six million gallons so far. Treatment was very good and no Department of Natural Resources (DNR) violations have taken place. On June 12th at 4:43 p.m. an Uninterruptible Power Supply (UPS) back-up battery in a control cabinet in Pumping Station #1 failed causing the alarms not to turn on. B. Hyde checked the computer from home, came in to the plant to investigate and re-energized Pump Station #1. This power interruption caused 20 feet of water to back up resulting in a discharge from a manhole. It is unknown how much was discharged, but for reporting purposes an amount of 10,000 gallons was agreed upon with the DNR. He felt that the same amount of water went through that should have gone through under normal conditions. The proper notifications were made and forms were filled out. He stated that the plant has never seen this much water before. It was his opinion that Del-Hart would need to send letters to the City of Delafield and the Village of Hartland requesting that they locate leaks and sump pump discharges infiltrating the sewer system in addition to locating low manholes. He reported that the Del-Hart facility handled all of the water successfully.

UPDATE OF LEASING OF DEL-HART PROPERTY BY THE CITY OF DELAFIELD

A letter was received from the City of Delafield Administrator, Marilyn Czubkowski thanking Del-Hart for their consideration of this issue and that she had made a recommendation to the Common Council that the City should consider alternate sites to meet the City's needs. E. McAleer stated that the City would not pursue a lease. He added that if the Del-Hart Commission decided in the future that they wanted to sell the property, the City would be interested at that time.

CLOSED SESSION: PURSUANT TO: SECTION 19.85(1)(C), WISCONSIN STATUTES, CONSIDERING EMPLOYMENT, PROMOTION, COMPENSATION OR PERFORMANCE EVALUATION DATA OF ANY PUBLIC EMPLOYEE OVER WHICH THE GOVERNMENTAL BODY HAS JURISDICTION OR EXERCISES RESPONSIBILITY, MORE SPECIFICALLY TO DISCUSS COMPENSATION OF LEADMAN FOR NON-CALLOUT CHECKS OF TREATMENT PLANT APPROVED BY THE GENERAL MANAGER.

K. COMPTON MOTIONED TO CONVENE INTO CLOSED SESSION UPON PASSAGE OF THE PROPER MOTION PURSUANT TO: SECTION 19.85(1)(C), WISCONSIN STATUTES, CONSIDERING EMPLOYMENT, PROMOTION, COMPENSATION OR PERFORMANCE EVALUATION DATA OF ANY PUBLIC EMPLOYEE OVER WHICH THE GOVERNMENTAL BODY HAS JURISDICTION OR EXERCISES RESPONSIBILITY, MORE SPECIFICALLY TO DISCUSS COMPENSATION OF LEADMAN FOR NON-CALLOUT CHECKS OF TREATMENT PLANT APPROVED BY THE GENERAL MANAGER. M. DE YOE SECONDED THE MOTION. A ROLL CALL VOTE WAS TAKEN: K. COMPTON, AYE; M. DE YOE, AYE; R. LANDWEHR, AYE; G. MAC DOUGALL, AYE; E. MC ALEER, AYE; M. MEYERS, AYE; R. STEVENS, AYE. CLOSED SESSION WAS ENTERED AT 8:28 P.M.

OPEN SESSION

R. STEVENS MOTIONED TO RECONVENE INTO OPEN SESSION. K. COMPTON SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. A ROLL CALL VOTE WAS TAKEN: K. COMPTON, AYE; M. DE YOE, AYE; R. LANDWEHR, AYE; G. MAC DOUGALL, AYE; E. MC ALEER, AYE; M. MEYERS, AYE; R. STEVENS, AYE. MOTION CARRIED. THE MEETING RECONVENED INTO OPEN SESSION AT 8:34 P.M.

LEADMAN COMPENSATION FOR NON-CALLOUT CHECKS – ACTION THEREON

R. STEVENS MOTIONED TO COMPENSATE THE LEADMAN FOR THE AMOUNT OF TIME PUT IN AND RECORDED ON HIS TIMECARD. M. MEYERS SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

FINANCE DIRECTOR'S REPORT

VISU-SEWER CLEAN & SEAL INVOICE – ACTION THEREON

See motion above under the General Manager's Report on the Hydrogen Sulfide (H₂S) Mitigation Project.

STRAND INVOICE – ACTION THEREON

E. MC ALEER MOTIONED TO APPROVE STRAND INVOICES IN THE AMOUNTS OF \$531.02 AND \$4,594.47. M. MEYERS SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

AMENDMENT TO THE DELAFIELD-HARTLAND WATER POLLUTION CONTROL COMMISSION FLEXIBLE BENEFIT PLAN – RESOLUTION 061708B - ACTION THEREON

Resolution 061708B was read and explained by R. Frick.

M. DE YOE MOTIONED TO APPROVE RESOLUTION 061708B. R. STEVENS SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

2007 AUDIT REPORT & MAY 2008 FINANCIAL STATEMENTS

R. Frick provided the audit reports and stated the Commissioners should read her detailed Manager's Discussion and Analysis on pages 2-10 that shows the financial highlights and changes for the year 2007. Again this audit, there were no adjusting entries necessary. Operating losses were discussed and it was clarified that when all income (user fees, investment income and connection charges) is considered that Del-Hart is solvent.

R. Frick reviewed and answered questions from the Commissioners on May 2008 Financial Statements.

APPROVE EXPENSES & DISBURSEMENTS – ACTION THEREON

K. COMPTON MOTIONED TO APPROVE THE EXPENSES AND DISBURSEMENTS. R. STEVENS SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

ADJOURN

E. MC ALEER MOTIONED TO ADJOURN FROM THE MEETING. M. DE YOE SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED. THE MEETING ADJOURNED AT 8:52 P.M.

Respectfully submitted:

Minutes prepared by:

Rosemary Frick, CPA
Finance Director

Accurate Business Communications, Inc.