

Delafield-Hartland
Water Pollution Control Commission
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Commission Meeting Minutes for September 16, 2008
Delafield-Hartland WPCC Treatment Plant Board Room

Time
7:00 PM

CALL MEETING TO ORDER

M. DeYoe called the meeting to order at 7:00 p.m.

ROLL CALL

Delafield

Paul Craig
Michele DeYoe
Gerald MacDougall
Ed McAleer

Village of Hartland

Karen Compton
Richard Landwehr
Michael Meyers
Rick Stevens

Also Present

Rose Frick
Bob Hyde

Guests

Marilyn Czubkowski – Delafield Administrative Consultant
Scott Luczak – Del-Hart Leadman

APPROVE MINUTES OF AUGUST 19, 2008 COMMISSION MEETING – ACTION THEREON

R. STEVENS MOTIONED TO APPROVE THE MINUTES OF THE AUGUST 19, 2008 MEETING AS PRESENTED. R. LANDWEHR SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

ANNOUNCEMENT OF CLOSED SESSION

M. DeYoe announced that a closed session would take place as noted on the agenda at the end of the meeting.

GENERAL MANAGER'S REPORT

PURCHASE OF DEL-HART PROPERTY BY THE CITY OF DELAFIELD

A committee for the City viewed the Del-Hart property with B. Hyde on Cushing Park Road. This property consisted of approximately 7-8 acres. The City feels that this parcel is in a primary environmental corridor and therefore would not be suitable for their needs. However, the piece of property west of the sludge drying cells could be useful to them.

M. Czubkowski presented a map from the County to R. Frick. The property that was previously suggested by the Del-Hart staff was completely in the primary environmental corridor and

because of the low elevations is prone to water. That makes it inappropriate for the City's needs. However, another property parcel to the west of the sludge drying cells is approximately 6.2 acres of land, is 90 feet from the drying cells, and would extend to Highway I-94. If Del-Hart would consider having the City purchase this property, the City would proceed with having the property appraised. Although they would like the entire 6.2 acres, the City would be using only the southern one-half of the property.

B. Hyde stated that because this land is within the DNR designated buffer zone (only 90 feet from the sludge drying cells) DNR approval would need to be obtained. R. Landwehr inquired if any of this proposed property would be needed for the next plant expansion. B. Hyde stated that the process could not go that far west. R. Landwehr felt that this parcel of property would be suitable for the City. M. Meyers wanted to make sure that the property is totally expanded to Cushing Park Road so that Del-Hart did not retain just a small sliver of land near the road. It was pointed out that the parcel extended to Del-Hart's property line. Also, it was B. Hyde's opinion that there would not be any drainage problems if the City acquired this property. K. Compton felt that the DNR should be consulted about the buffer zone prior to the City expending any funds on an appraisal. It was felt that if the DNR provided an answer prior to the next meeting, the commissioners would be notified. If the answer from the DNR was affirmative, the City of Delafield could get appraisals on the property. K. Compton added that there should be at least two appraisals on the property. B. Hyde will contact Jerry Novotony in Madison to find out what the DNR's response would be. S. Luczak did not have any concerns about the City purchasing this parcel of property.

HYDROGEN SULFIDE (H₂S) MITIGATION PROJECT – ACTION THEREON

B. Hyde received Amendment #2 of the contract for a five year warranty on all of the coatings from Visu-Sewer. This Amendment has been forwarded to Attorney Fenner. It was felt that a five year warranty was a reasonable period of time. Re-televising of portions of the liner will take place within five years and the coatings could be inspected at that time. No reply has been received from the Attorney at this time.

P. CRAIG MOTIONED TO ACCEPT AMENDMENT #2 CONTINGENT UPON THE DEL-HART ATTORNEY'S APPROVAL. R. STEVENS SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

B. Hyde continued and stated that Manhole A-12, where all sewers come together, will be repaired sometime next week during the night-time hours and should be completed by 7 or 8 a.m. The necessary time will be allotted to allow the repair time to cure.

TRIAD UPDATE

A visit to Triad took place on September 12, 2008. It was reported that the operation is neat and clean. The facilities are kept in good repair. Due to debris being found in a manhole, sampling of the manhole located outside 25-30 feet from the road took place on Monday. It was determined that when the landscaper did the final grading the frame was knocked off and dirt was pushed into the manhole. The debris did not come from the process.

After sampling the effluent, the pH level was found to be 9.4, which is over the limit. They will have to put in another pump to pump sulfuric acid into their process to neutralize the effluent.

Two samples were obtained from the BODs, which were a bit high, but not bad. Triad is now running at 100%. Triad has been using 124,000 gallons or 5 DUEs on the industrial waste side. They have only paid for 3.25 DUEs on the industrial waste side according to R. Frick. Their use will be closely monitored.

NEWMAN CLAIM UPDATE

No updates were available.

NEW HIRE – ACTION THEREON

B. Hyde reviewed the job description for Leadman last week and determined that this new hire position should not be advertised with the title of Leadman. The new hire ad should be written for someone with strong electrical and mechanical ability. Sample wording for the ad was read by B. Hyde to the commissioners. He would like to run the ad in the Lake Country Reporter for a period of two weeks. P. Craig commented that an ad should, also, be run in the Waukesha Freeman since it is so widely read in the Lake Country area. It was agreed that the ad should run in both papers.

FINANCE DIRECTOR'S REPORT

FYI – NO INVOICES FROM STRAND & VISU-SEWER THIS MONTH

There were no invoices from Strand or Visu-Sewer this month.

FINANCIAL STATEMENTS

The financial statements were distributed to the Commissioners at the meeting. R. Frick continues to monitor Del-Hart's financial position compared to last year. She stated that energy costs were higher this year making utilities expense over budget, however the 2009 budgeted utilities expense was projected at a higher rate. P. Craig suggested having WeEnergies come in to do an energy audit. Discussion took place as to whether this was necessary. B. Hyde will contact Focus on Energy and inquire about an audit. M. Meyers expressed concern regarding an operating income deficit from unadjusted user fees. He did not feel that the income generated from investments should be used to offset/pay for operating expenses. E. McAleer stated that we will look at user fees during next year's budget since the 2009 Budget has already been approved by the commission. R. Frick stated that she is keeping watch on the operating investment account balance.

APPROVE EXPENSES & DISBURSEMENTS – ACTION THEREON

E. MC ALEER MOTIONED TO APPROVE THE VOUCHERS. P. CRAIG SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

NEXT COMMISSION MEETING'S AGENDA ITEMS - NO DISCUSSION OF REQUESTED ITEMS

M. DeYoe commented that if any commissioners have a concern about the way items are listed or worded on the agenda that they should please contact R. Frick as soon as possible. That

way the agenda can be corrected and revised within the appropriate time frame (24 hours before the meeting time) and the commission can properly take care of business for the month.

No suggestions were made for the next meeting agenda.

MOTION TO CONVENE INTO 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 AND MAKE AN OFFER FOR THE POSITION OF GENERAL MANAGER. FOLLOWING THE CLOSED SESSION, THE COMMISSION WILL THEN RECONVENE INTO OPEN SESSION TO TAKE ANY ACTION IF NECESSARY REGARDING THE DISCUSSED FOREGOING MATTERS AND TO CONTINUE WITH REMAINING AGENDA ITEMS.

M. MEYERS MOTIONED TO CONVENE INTO 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 AND MAKE AN OFFER FOR THE POSITION OF GENERAL MANAGER. R. STEVENS SECONDED THE MOTION. A ROLL CALL VOTE TOOK PLACE: K. COMPTON, AYE; P. CRAIG, AYE; M. DE YOE, AYE; R. LANDWEHR, AYE; G. MAC DOUGALL, AYE; E. MC ALEER, AYE; M. MEYERS, AYE; R. STEVENS, AYE. MOTION CARRIED. CLOSED SESSION WAS ENTERED INTO AT 7:46 P.M.

RECONVENE INTO OPEN SESSION AND TAKE ACTION IF ANY

M. MEYERS MOTIONED TO RECONVENE INTO OPEN SESSION. R. STEVENS SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED. OPEN SESSION WAS RECONVENED AT 8:02 P.M.

M. DeYoe announced that the commission had determined the salary and benefits for the position of General Manager and Scott Luczak accepted their offer. A motion will be made at the next commission meeting.

ADJOURN

R. STEVENS MOTIONED TO ADJOURN FROM THE MEETING. R. LANDWEHR SECONDED THE MOTION. ALL WERE IN FAVOR. MOTION CARRIED. THE MEETING ADJOURNED AT 8:05 P.M.

Respectfully submitted:

Minutes prepared by:

Rosemary Frick, CPA
Finance Director

Accurate Business Communications, Inc.