

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 November 18, 2008
Delafield-Hartland WPCC Treatment Plant Board Room

Time
7:00 PM

CALL MEETING TO ORDER

Chairperson 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

Guest

Scott Luczak – Del-Hart Leadman

APPROVE MINUTES OF OCTOBER 21, 2008 COMMISSION MEETING – ACTION THEREON

R. STEVENS MOTIONED TO APPROVE THE OCTOBER 21, 2008 MINUTES AS PRESENTED. R. LANDWEHR SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

GENERAL MANAGER'S REPORT

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

M. DeYoe received an email from the Delafield City Administrator informing her that the assessment of the Del-Hart property has been ordered and the City is expecting to receive the report in two to three weeks. The City chose the appraiser that the Village of Hartland recommended and at this time will only order one appraisal. E. McAleer added that it would be up to the Commission to decide if they wanted another appraisal.

HYDROGEN SULFIDE (H₂S) MITIGATION PROJECT – ACTION THEREON

B. Hyde reported that the project is complete with the punch list finished last week.

Del-Hart is still waiting for a settlement on the last claim submitted by Mr. Schweiss for a total of \$125,736 in damages. During a meeting today with Keith Alexander of Visu-Sewer it was

reported that Visu-Sewer turned this over to their insurer, CNA. Visu-Sewer requested that Del-Hart release the money being held for retainage. Attorney Fenner, Del-Hart's attorney, will be consulted. There is no invoice from Visu-Sewer at this time.

CITY OF DELAFIELD/DPW CAMPUS SEWER EXTENSION – ACTION THEREON

B. Hyde reported that this does not need a sewer extension since a 6" lateral will be put in.

NEW EMPLOYEE – ACTION THEREON

A candidate has been chosen for the position. This candidate has a master electrician's license and lives in Oconomowoc. He has had a physical and drug test, but the results have not been received. If the test results are acceptable, he would be scheduled to start on December 1, 2008.

P. CRAIG MOTIONED TO HIRE THIS INDIVIDUAL CONTINGENT UPON THE RESULTS OF THE PHYSICAL AND DRUG TESTS. R. LANDWEHR SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

FOCUS ON ENERGY AUDIT

B. Hyde met with Joe Cantwell, the engineer representing Focus on Energy. Although he thought that Del-Hart was doing a good job, he would try to come up with a recommendation.

NEWMAN CLAIM UPDATE

The insurance carrier for Del-Hart has been notified of the Newman claim. Attorney Fenner sent a letter on behalf of Del-Hart denying the claim.

FINANCE DIRECTOR'S REPORT

FYI – NO VISU-SEWER CLEAN & SEAL INVOICE

STRAND INVOICES – ACTION THEREON

R. STEVENS MOTIONED TO PAY INVOICE #0067600 DATED 10/15/08 IN THE AMOUNT OF \$497.89 & INVOICE #0067795 DATED 11/10/08 IN THE \$222.35. E. MC ALEER SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

HIPAA BUSINESS ASSOCIATE AGREEMENT FOR SECTION 125 FLEXIBLE BENEFIT PLAN – ACTION THEREON

Attorney Fenner reviewed the HIPAA Business Associate Agreement and had no objections.

P. CRAIG MOTIONED TO APPROVE THE HIPAA BUSINESS ASSOCIATE AGREEMENT FOR SECTION 125 FLEXIBLE BENEFIT PLAN. M. MEYERS SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

AUTHORIZED SIGNATURES FOR TOWN BANK CHECKING ACCOUNT – ACTION THEREON

Due to the new General Manager and the new Chairperson coming on board, updated signature cards for the Town Bank checking account are necessary. B. Hyde will be removed from the authorized signatures at the end of the year. The Commissioners recommended adding S. Luczak to the authorized signatures as soon as possible. Similar paperwork will be forthcoming on the money market accounts.

FINANCIAL STATEMENTS

The guaranteed FDIC amounts at banks were discussed; IRA's have always been at \$250,000 and will remain that way.

R. Frick reviewed the financial statements highlighting items on the budget variance report.

APPROVE EXPENSES & DISBURSEMENTS – ACTION THEREON

R. LANDWEHR MOTIONED TO APPROVE. K. COMPTON 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

The following item will be put on the next agenda:

- Purchase of Del-Hart property by the City of Delafield – Possible Action Thereon

ADJOURN

R. STEVENS MOTIONED TO ADJOURN FROM THE MEETING. P. CRAIG SECONDED THE MOTION. ALL WERE IN FAVOR. MOTION CARRIED. THE MEETING ADJOURNED AT 7:16 P.M.

Respectfully submitted:

Minutes prepared by:

Rosemary Frick, CPA
Finance Director

Accurate Business Communications, Inc.