

**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 February 17, 2009  
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 (excused)  
Ed McAleer

Village of Hartland

Karen Compton  
Richard Landwehr  
Michael Meyers  
Rick Stevens

Also Present

Rose Frick  
Scott Luczak

Guests

Tim Schuenke – Delafield Administrator  
Steve Celichowski – St. John’s Military Academy  
Jim Tuggle – St. John’s Military Academy  
Kelly Smith – Lake Country Reporter

ALL ITEMS ON THE AGENDA ARE SUBJECT TO ACTION BY THE COMMISSION EXCEPT WHERE OTHERWISE NOTED:

APPROVE MINUTES OF JANUARY 20, 2009 COMMISSION MEETING

**M. MEYERS MOTIONED TO APPROVE THE MINUTES OF THE JANUARY 20, 2009 COMMISSION MEETING AS PRESENTED. E. MC ALEER SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. SIX WERE IN FAVOR. R. STEVENS ABSTAINED. MOTION CARRIED.**

GENERAL MANAGER’S REPORT

ST. JOHN’S MILITARY ACADEMY’S PROTEST OF ADDITIONAL DUES CHARGED & PAID

S. Luczak reviewed his letter dated February 6, 2009 to the Del-Hart Commissioners outlining the history of the additional DUE charges to St. John’s Military Academy (SJMA) that began in August 2007 and has now resulted in a formal letter of protest from them dated January 29, 2009.

J. Tuggle of SJMA stated that they have spent a good deal of time looking around the entire campus for a leak and believed that they have found it. Up until this time, there was no indication where the leak was. Now that it has been located, they are in the process of fixing it.

R. Landwehr referenced the process that Del-Hart used when Arrowhead was experiencing excessive usage. After the leak was corrected and after a certain amount of time had passed, the Del-Hart Commission made the appropriate adjustment according to Ordinance procedures.

E. McAleer suggested that Del-Hart wait for a certain time period to see if the levels drop back down. S. Celichowski of SJMA stated that they could have had an undetected leak for years. They have seen a significant decrease in the water readings since the leak(s) have been detected. Discussion took place on how to proceed. The leak was fixed a week ago this past Friday.

P. Craig addressed the letters written to SJMA from the City dated August 10, 2007 and July 29, 2008. He thought that the lack of response from SJMA was a concern. P. Craig asked that this item be revisited in two quarters with no action being taken at this time.

R. Frick distributed a handout showing the appropriate usage for a facility of this type with a student population similar to that of SJMA. The assessment figure of 118 DUEs is very close to the DUEs that she calculated for various periods of time given the student population at that time. Historical records were included in the handout. In her opinion, she felt that the current major leak and the elevated, consistent usage of the past two years were unrelated.

S. Luczak will research how Del-Hart handled the Arrowhead situation and will report back to the Commission.

S. Celichowski of SJMA asked that once you pay for DUEs you don't receive credit even if your levels drop and so once you purchase DUEs you're at that new level. R. Frick responded that his understanding was right. DUEs stay with the property and if you expand, have additions or increased enrollments that the DUES are there for you to use. She added that they had already paid for the DUEs. Also, the user fees are always adjusted every quarter and that this last quarter there was a major problem at SJMA. They will have to show documentation of fixing this problem and S. Johnson of the City of Delafield was notified of the situation as well.

The consensus of the Commission was to wait two billing cycles and then bring this item back for discussion at the August or September meeting.

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

T. Schuenke reported that the City has not been able to locate an appraiser who has the time available to undertake this project. Thus, no appraisal has taken place at this time.

#### NEWMAN CLAIM UPDATE

On January 22, 2009 a claim for damages for the property owned by Juanita Newman was received in the amount of \$9,838.08. The claim was given to B. King at R & R Insurance which

represents the Del-Hart Commission. Midwest Claims then got back to S. Luczak and suggested that it be denied.

**E. MC ALEER MOTIONED THAT THE NEWMAN CLAIM BE DENIED. P. CRAIG SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.**

#### HYDROGEN SULFIDE (H<sub>2</sub>S) MITIGATION PROJECT

A letter has been received from the insurance company naming Del-Hart on the claim. Attorney Fenner has been supplied with the information and he is satisfied.

#### FOCUS ON ENERGY UPDATE

S. Luczak has been in touch with J. Cantwell regarding the Focus on Energy update. All materials on the new plant have been sent to J. Cantwell; however no proposal has been received at this time.

#### FACILITY COMPUTER USE POLICY

M. DeYoe felt that a policy should be developed to determine who should and should not have access to the Finance Director's computer. Additionally, how the system should be backed up and where this information is stored needed to be determined. R. Frick explained how she presently backs up the information. Two backups are rotated with one copy being stored at her home and one at the Del-Hart plant. It was clarified that only one computer is used for the financials. The Finance Director's computer is password protected. After a discussion it was suggested to have two separate passwords to access the computer; one for the Administrator, S. Luczak, and one for the Finance Director, R. Frick. This access should be implemented tomorrow. Additionally, a formal file of passwords should be made and put into a safe deposit box. P. Craig suggested exploring various types of backups, i.e., tape, or hard drive. M. DeYoe requested that an update be given at the next meeting regarding off-site backup services and portable hard drives.

#### FINANCE DIRECTOR'S REPORT

##### FINANCIAL STATEMENTS

The January financial statements were distributed and discussed. The audit is still being worked on at this time.

##### APPROVE EXPENSES & DISBURSEMENTS

**P. CRAIG MOTIONED TO APPROVE THE EXPENSES & DISBURSEMENTS AS PRESENTED. R. LANDWEHR 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 items will be put on the agenda for the next meeting:

- Facility Computer Use Policy
- Using the Stimulus Plan for Energy Options
- Focus on Energy Update - Options for Funding

ADJOURN MEETING

**R. STEVENS MOTIONED TO ADJOURN FROM THE MEETING. E. MC ALEER SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED. THE MEETING ADJOURNED AT 7:44 P.M.**

Respectfully submitted:

Minutes prepared by:

Rosemary Frick, CPA  
Finance Director

Accurate Business Communications, Inc.