

**Delafield-Hartland
Water Pollution Control Commission**

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Commission Meeting Minutes for March 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
Ed McAleer

Village of Hartland

Karen Compton
Richard Landwehr (excused)
Michael Meyers
Rick Stevens
Dave Lamerand (alternate)

Also Present

Rose Frick
Scott Luczak

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

APPROVE MINUTES OF FEBRUARY 17, 2009 COMMISSION MEETING

R. STEVENS MOTIONED TO APPROVE THE MINUTES OF THE FEBRUARY 17, 2009 COMMISSION MEETING AS PRESENTED. E. MC ALEER SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. SEVEN WERE IN FAVOR. D. LAMERAND ABSTAINED. MOTION CARRIED.

GENERAL MANAGER'S REPORT

HISTORY OF ARROWHEAD'S APPEAL OF ADDITIONAL DUES & COMMISSION ACTION TAKEN

S. Luczak reported in August 1995, the Commission had assessed 16 extra DUEs to Arrowhead High School. The Arrowhead Administration appealed this assessment in a letter to the Village of Hartland dated August 31, 1995. B. Hyde then received a letter dated September 5, 1995 from the Village of Hartland. The Commission gave Arrowhead High School one year to determine why there were 16 extra DUEs. This was reviewed after four quarterly billing cycles. In August 1996, the Commission wrote a letter stating they would charge 13 extra dues based on the past year's meter readings. Arrowhead High School appealed with a letter dated September 9, 1996; they had exemption meters that equaled 13 DUEs. B. Hyde wrote a letter stating that the High School would not be assessed the extra DUEs because of the exemption

meter readings. It was noted that both of these appeals from Arrowhead High School were made within the 30 day period per the Sewer Use Ordinance.

PURCHASE OF DEL-HART PROPERTY BY THE CITY OF DELAFIELD

It was noted that Real Estate Appraisal Services looked at the Del-Hart property. E. McAleer stated that this is the second appraiser hired by the City of Delafield. No further information was available at the time of this meeting.

FOCUS ON ENERGY UPDATE

Although expected, no proposal has been received by Del-Hart.

FACILITY COMPUTER USE POLICY

John Taylor of Taylor Computer Services was contacted regarding back-up systems. He suggested using Carbonite, an online back-up service. The online service would cost \$50 per year and would always be running in the background of the computer. In order to restore a file, a complete system restore would be necessary and files could not be restored individually.

E. McAleer inquired about viruses affecting back-up systems. P. Craig stated that these were two unrelated problems and discussed the difference. He stated that he assumes that the Del-Hart employees use antivirus software along with a firewall to protect their computer data. R. Frick answered that they do and that automated software updates are also enabled.

Another back-up option discussed by J. Taylor was the use of portable hard drives. These could be used for back-up and then disconnected and stored in the vault or at another outside location. R. Frick stated that portable external hard drives can be purchased for a cost of approximately \$90 for 320 GB with coupons. S. Luczak suggested purchasing two portable hard drives; one for the daily back up of files to be stored in the vault; the other for a monthly back up of the system to be stored in a bank safety deposit box. Discussion took place on ghosting the Finance Director's hard drive. It was clarified that the monthly back-up would be a complete back-up of the system and would include back-ups of software; daily back-ups would have the financials and other data files.

The Commissioners directed S. Luczak to purchase the two portable hard drives for use in backing up Del-Hart's computer systems.

SAWYER ROAD/BARK RIVER WAUKESHA COUNTY CONSTRUCTION PROJECT

On March 11, 2009, S. Luczak attended a meeting with the Waukesha County Department of Transportation (DOT). They plan on widening the bridge on Sawyer Road south of I94 going over the Bark River. This will go over the top of the effluent sewer pipe. According to the as-built plans, the widening would be 5.5' from the pipe. Waukesha County requested for Del-Hart to locate the pipe so they would have an accurate measurement of where the pipe was located. The Town of Summit, also, has a pipe at this location and was requested to locate it as well. S. Luczak suggested that in an effort to save money, Del-Hart could use the same engineering firm to locate the pipe as the Town of Summit.

The Commissioners felt that Del-Hart should not be responsible for paying for any of the costs related to locating its pipe as this is the responsibility of the Waukesha DOT. The Commissioners instructed S. Luczak to contact Mr. Bolte about this matter.

FINANCE DIRECTOR'S REPORT

FINANCIAL STATEMENTS

The February financial statements were distributed to the Commissioners. There have been some callable Certificates of Deposits (CDs) redeemed recently. However, Baird has always been able to offer replacement CDs/Bonds with a comparable, if not better interest rate. The investment pre-call dates have been programmed into the investment inventory sheets. It was noted that as soon as it is known if the Commission is responsible (or not) for paying for the relocation of the pipe, funds are available to invest in higher earning accounts and it was the Finance Director's wish to do so.

Four new connections have taken place through February 28, 2009. Seventeen have been budgeted for the first quarter. This budgeted figure includes the extra Dues warnings that will be billed in July if elevated flows stay the same for those business users. R. Frick commented that since these DUEs are not guaranteed that they should be not included when preparing next year's budget. Mayor McAleer stated that a new subdivision was recently approved by the City that would need 58 hook-ups; these additional DUEs were not anticipated by the City of Delafield when they submitted their 2008 estimated DUEs to Del-Hart. R. Frick stated that she relies totally on the municipal clerks for projecting the new budgeted DUE connections.

APPROVE EXPENSES & DISBURSEMENTS

P. CRAIG MOTIONED TO APPROVE THE EXPENSES AND DISBURSEMENTS AS PRESENTED. R. STEVENS 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 correspondence from LWMMI was reviewed. All of the Del-Hart Commissioners will view the DVD on Public Official's Liability.

ADJOURN MEETING

E. MC ALEER MOTIONED TO ADJOURN FROM THE MEETING. P. CRAIG SECONDED THE MOTION. ALL WERE IN FAVOR. MOTION CARRIED. THE MEETING ADJOURNED AT 7:26 P.M.

Respectfully submitted:

Minutes prepared by:

Rosemary Frick, CPA
Finance Director

Accurate Business Communications, Inc.