

**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 July 21, 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

Michele DeYoe
Beth Leonard
Gerald MacDougall (excused)
Ed McAleer

Village of Hartland

Karen Compton
Richard Landwehr
Michael Meyers
Rick Stevens (absent)

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 JUNE 16, 2009 COMMISSION MEETING

B. LEONARD MOTIONED TO APPROVE THE MINUTES OF THE JUNE 16, 2009 COMMISSION MEETING AS PRESENTED. R. LANDWEHR SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

GENERAL MANAGER'S REPORT

SAWYER ROAD/BARK RIVER WAUKESHA COUNTY CONSTRUCTION PROJECT

S. Luczak reported that Yaggy Colby is working with the Wisconsin DNR in regards to applying for an individual permit for disturbing the riverbed. By having an individual permit, if problems are encountered another permit will not have to be applied for. The process of obtaining this permit is still taking place. It was clarified that the Town of Summit does not have to apply for a permit because they are not disturbing the riverbed.

FOCUS ON ENERGY UPDATE

An email was received identifying ten areas where improvements could be made (no recommendations for improvements were included at this time). S. Luczak stated that Del-Hart had already taken steps to correct three to four of the items prior to receipt of the email. He has reset the blowers and tightened up the span; this resulted in a reduction of energy used. When the finalized list is received, the ten items will also include recommended remedies.

EMPLOYEE PERFORMANCE REVIEW POLICY

M. DeYoe stated that she wanted to have a discussion on this. In the past, the Finance Director's performance review was done by the Commissioners. It was M. DeYoe's thought that it should be done by the General Manager. The Commissioners were in consensus with this because it agreed with the line of reporting. Additionally, the General Manager reviews all of the other facility employees.

R. LANDWEHR MOVED TO APPOINT THE GENERAL MANAGER TO PERFORM ALL EMPLOYEE PERFORMANCE EVALUATIONS. E. MC ALEER SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

S. Luczak will check his job description to make sure this function is included.

FINANCE DIRECTOR'S REPORT

YAGGY COLBY INVOICES

M. MEYERS MOTIONED TO APPROVE INVOICE #83101 DATED MAY 14, 2009 IN THE AMOUNT OF \$371.75. R. LANDWEHR SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

K. COMPTON MOTIONED TO APPROVE INVOICE #83721 DATED JULY 7, 2009 IN THE AMOUNT OF \$1,474.00. E. MC ALEER SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

R. Landwehr commented that he was very impressed with the amount of detail on the engineer's invoice.

DEL-HART INVESTMENT POLICY STATEMENT

Del-Hart's current investment policy will be reviewed at the next meeting. M. Meyers felt that a flow chart should be developed showing the process to be taken if the rating of an investment drops to a certain level.

FINANCIAL STATEMENTS & AUDIT REPORT

The financial statements were distributed to the Commissioners prior to the meeting. It was clarified that the 2010 Preliminary Budget will be reviewed at the August meeting and the 2010 Final Budget will be approved at the September meeting.

The Commissioners did not have any questions regarding the audit report.

APPROVE EXPENSES & DISBURSEMENTS

B. LEONARD MOTIONED TO APPROVE THE EXPENSES AND DISBURSEMENTS. R. LANDWEHR SECONDED THE MOTION. IT WAS CLARIFIED THAT THE EXPENSE FROM ASHLAND, INC. WAS FOR POLYMER. ALL WERE IN FAVOR OF THE MOTION. MOTION CARRIED.

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

Paperless System (September or October agenda)
Website
Resolution for the Adoption of the Investment Policy

ADJOURN MEETING

E. MC ALEER MOTIONED TO ADJOURN FROM THE MEETING. M. MEYER SECONDED THE MOTION. ALL WERE IN FAVOR OF THE MOTION. MOTION CARRIED. THE MEETING ADJOURNED AT 7:25 P.M.

Respectfully submitted:

Minutes prepared by:

Rosemary Frick, CPA
Finance Director

Accurate Business Communications, Inc.