

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 August 18, 2009
Delafield-Hartland WPCC Treatment Plant Board Room

Time
7:00 PM

CALL MEETING TO ORDER

R. Landwehr called the meeting to order at 7:00 p.m.

ROLL CALL

Delafield

Michele DeYoe (excused)
Beth Leonard
Gerald MacDougall (entered at 7:20 p.m.)
Ed McAleer

Village of Hartland

Karen Compton
Richard Landwehr
Michael Meyers
Rick Stevens (entered at 7:02 p.m.)
David Lamerand

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 JULY 21, 2009 COMMISSION MEETING

M. MEYERS MOTIONED TO APPROVE THE MINUTES FROM THE JULY 21, 2009 COMMISSION MEETING. K. COMPTON SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. FIVE WERE IN FAVOR. D. LAMERAND ABSTAINED. MOTION CARRIED.

GENERAL MANAGER'S REPORT

SAWYER ROAD/BARK RIVER WAUKESHA COUNTY CONSTRUCTION PROJECT

The application has been filled out and sent with the check on August 13, 2009. Del-Hart will be notified when the application is approved.

FOCUS ON ENERGY UPDATE

No updates have been received from Joe Cantwell.

PRELIMINARY 2010 BUDGET

R. Frick reviewed how the operating revenues, administrative expenses, wages and benefits, depreciation expenses, and debt service interest expense in the Preliminary 2010 Operating Budget were calculated. The operation and maintenance expenses were reviewed by S. Luczak. Overall the Preliminary 2010 operating Budget decreased less than 1%.

R. Frick reviewed how the capital connection charges, restricted interest income, debt service payment, and replacement fund deposits in the Capital/Restricted 2010 Budget were calculated. The

equipment and building expenditures in the Capital/Restricted 2010 Budget were reviewed by S. Luczak. An adjustment will be made to building capital expenditures since a purchase will be made this year rather than waiting until next year. It was clarified that this item was included in the 2009 Capital/Restricted Budget. General discussion took place by the Commissioners regarding educating Del-Hart users on the negative consequences of disposing wipes, rags and other non-biodegradable items in the sewer system.

FINANCE DIRECTOR'S REPORT

YAGGY COLBY INVOICE

No invoice was received this month.

RESOLUTION NO. 081809 – ADOPTION OF INVESTMENT POLICY RELATING TO PUBLIC FUNDS

Action on this Resolution will be taken at the next meeting in order to give the Commissioners time to review it. R. Frick explained that the first two pages are essentially State Statutes outlining what investments may be made initially. The last page outlines the procedures that the Finance Director takes if an investment rating falls below the initial investment guidelines. R. Frick looks at the ratings monthly and confers with our Baird investment contact. The last page had been sent to the Del-Hart attorney and R. Frick will recontact him to confirm his approval. R. Frick commented that our Baird investment contact, Mike Reed and his Branch Manager had reviewed and approved of the investment policy.

FINANCIAL STATEMENTS

The financial statements were distributed to the Commissioners at the meeting.

APPROVE EXPENSES & DISBURSEMENTS

B. LEONARD MOTIONED TO APPROVE THE EXPENSES & DISBURSEMENTS. E. McALEER 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

No items were suggested.

ADJOURN MEETING

E. McALEER MOTIONED TO ADJOURN FROM THE MEETING. B. LEONARD SECONDED THE MOTION. ALL WERE IN FAVOR. MOTION CARRIED. THE MEETING ADJOURNED AT 7:59 P.M.

Respectfully submitted:

Minutes prepared by:

Rosemary Frick, CPA
Finance Director

Accurate Business Communications, Inc.