

**Delafield-Hartland
Water Pollution Control Commission**

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Commission Meeting Minutes for September 15, 2009
Delafield-Hartland WPCC Treatment Plant Board Room

Revised
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

Also Present

Rose Frick

Scott Luczak

APPROVE MINUTES OF AUGUST 18, 2009 COMMISSION MEETING

R. STEVENS MOTIONED TO APPROVE THE MINUTES FROM THE AUGUST 18, 2009 COMMISSION MEETING AS PRESENTED. K. COMPTON SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. SIX WERE IN FAVOR. M. DEYOE ABSTAINED. MOTION CARRIED.

GENERAL MANAGER'S REPORT

SAWYER ROAD/BARK RIVER WAUKESHA COUNTY CONSTRUCTION PROJECT

S. Luczak reported that the application for the Individual Chapter 30 permit was submitted and a determination was made that only a General Chapter 30 permit was needed. Yaggy Colby will file for the General Chapter 30 permit. The process of obtaining a General Chapter 30 permit is much easier than that of an Individual Chapter 30 permit since there are no requirements for noticing, a public hearing is not needed, and there is no 30 day waiting period.

FOCUS ON ENERGY UPDATE

No update has been received.

FINAL 2010 BUDGET

The changes discussed at the last Del-Hart Commission meeting were made to the capital budget.

E. MC ALEER MOTIONED TO APPROVE THE FINAL 2010 BUDGET. M. MEYERS SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

MARKETING/DELIVERY OF DEL-HART'S BIOSOLIDS TO THE PUBLIC

This item was discussed in response to a request from M. Meyers. S. Luczak reported that biosolids can be used anywhere except in areas where it could drain into lakes or rivers. Del-Hart's biosolids are classified as Class A and have fewer restrictions than before the production of class A biosolids first began. M. Meyers inquired whether the biosolids were available to Village of Hartland residents. S. Luczak responded that it was available to City of Delafield and Village of Hartland residents, but could not be stored anywhere other than Del-Hart. Citizens could stop in or call the Del-Hart facility between the hours of 7 a.m. and 3 p.m.; the biosolids would be loaded at no cost. So far in 2009, 325 yards have been given away. There are approximately 200 yards remaining. Each year approximately 400-500 yards are produced. It was reported that the City of Delafield used 100% biosolids (no soil mixed in) in several City-owned landscape areas where grass seed was planted and covered with burlap; they experienced great growth within three days. It was confirmed that the biosolids have a slight odor when it first gets wet, but after a few sprinklings of water the smell is no longer detected. Discussion took place on whether to charge for the delivery of the biosolids. The consensus was if the recipient is within the sewer service area and one truck load (5 yards) is requested to be delivered, a \$15 delivery fee would be charged; a \$25 delivery fee would be charged for one truck load of deliveries outside of the service area. S. Luczak suggested that if there is a request for a large amount (25 yards or 5 truckloads), that there should be no charge to the residents in the service area for delivery; and \$15 per truckload would be charged for these large deliveries outside of the service area.

UPDATE ON ST. JOHN'S NW MILITARY ACADEMY DOMESTIC USER EQUIVALENTS (DUES)

It was reported that at the end of the latest consumption year (July 1, 2008 – June 30, 2009) that St. John's Northwestern Military Academy used 127.25 DUEs and exceeded their allotted 118 DUEs by 9.25 DUEs. In August 2009, Delafield sent them a warning letter. Currently, they are still working on fixing leaks and if they fix all of the leaks over the next 12 months, the usage should reduce to their DUE assignment and will be reflected in the readings. Del-Hart is trying to be proactive. R. Frick commented that Paul Zellner from the City of Delafield's Department of Public Works is conducting and reporting monthly readings to her, and, if necessary, Delafield will request the daily readings from SJMA to help determine if there are still leaks to be fixed.

NEW HOLLAND TRACTOR AUXILIARY PUMP

When the specifications for this tractor were written in 2004 an auxiliary pump was included. At that time New Holland stated that an auxiliary pump was not needed. The tractor has been back in the shop several times for repairs because of the hydraulic system. S. Luczak recently requested a New Holland representative come out to look at the tractor; at which time they admitted that the auxiliary pump was really needed. A bid of \$8,500 was received; S. Luczak requested that a 2004 price with a government discount be should granted to Del-Hart. New

Holland has agreed. The estimated price is approximately \$5,000-\$6,000. It was the opinion of S. Luczak that the auxiliary pump was needed.

R. LANDWEHR MOTIONED TO APPROVE THE NEW HOLLAND TRACTOR AUXILIARY PUMP IN AN AMOUNT NOT TO EXCEED \$6,000. E. MC ALEER SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

FINANCE DIRECTOR'S REPORT

YAGGY COLBY INVOICES

M. MEYERS MOTIONED TO APPROVE YAGGY COLBY INVOICE #84239 DATED AUGUST, 18, 2009 IN THE AMOUNT OF \$1,569.00. R. STEVENS SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

R. STEVENS MOTIONED TO APPROVE YAGGY COLBY INVOICE #84475 DATED SEPTEMBER 8, 2009 IN THE AMOUNT OF \$576.07. K. COMPTON SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

RESOLUTION NO. 091509 – ADOPTION OF INVESTMENT POLICY RELATING TO PUBLIC FUNDS

R. Frick clarified that Del-Hart's attorney did not have any changes to the last page of the Investment Policy Resolution written by her. Additionally, the Baird representative thought it was a perfect policy for Del-Hart.

Resolution #091509 – Adoption of Investment Policy Relating to Public Funds was read by R. Frick.

E. MC ALEER MOTIONED TO APPROVE RESOLUTION NO. 091509 – ADOPTION OF INVESTMENT POLICY RELATING TO PUBLIC FUNDS. M. MEYERS SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

FINANCIAL STATEMENTS

R. Frick reviewed the financial statements and specifically mentioned how the investments on page 3 reflected how the market is bouncing back. There was a large positive adjustment during the month of August as well as a very large accumulative positive adjustment for Year-to-Date.

In response to a question by M. Meyers, she stated that if it were not for the investment income, that Del-Hart would be operating at a loss. However, it should be noted that depreciation expenses are not a cash flow item. In response to M. Meyers' question regarding user fees, R. Frick explained that when the 2005 rate study was done, it was concluded that basic user fees should be increased. She explained that Del-Hart is required to have an equipment replacement fund, but a building replacement fund is also maintained even though it is not currently required. E. McAleer questioned whether there was enough money in the funds if

needed. R. Frick stated that during the upgrade of the plant in 2005, all of Del-Hart's capital assets were evaluated, repaired or disposed, therefore, all of the buildings and equipment are in good working order since that was only a few years ago. She, also, stated that much of Del-Hart's infrastructure is below ground and it was the opinion of both S. Luczak and B. Hyde that the infrastructure would only be impacted if there was a major direct hit on Del-Hart (i.e. earthquake, etc.). She felt comfortable with the amount in the accumulation and replacement funds and the rate for user fees at the present time. The key figure to monitor is the unrestricted account balances because these accounts are used to pay the operating bills and current debt. E. McAleer stated that user fees should be looked at yearly in connection with the preliminary budget and in comparison to the prior year. It was clarified that the unrestricted funds were at about the same level as they were a year ago. Additionally, with the new general manager, expenses have decreased. M. Meyers was concerned that Del-Hart was essentially operating at a loss for operations because net income depends so heavily on investment income and connection charges. He felt this needed to be monitored very closely especially if investment income and connection charges started to decline.

APPROVE EXPENSES & DISBURSEMENTS

B. LEONARD MOTIONED TO APPROVE THE EXPENSES AND DISBURSEMENTS. 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

1. Computers for Commissioners/Paperless Systems/Website

ADJOURN MEETING

R. STEVENS MOTIONED TO ADJOURN FROM THE MEETING. B. LEONARD SECONDED THE MOTION. ALL WERE IN FAVOR. MOTION CARRIED. THE MEETING ADJOURNED AT 7:46 P.M.

Respectfully submitted:

Minutes prepared by:

Rosemary Frick, CPA
Finance Director

Accurate Business Communications, Inc.