

**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 December 15, 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
Ed McAleer

Village of Hartland

Karen Compton
Richard Landwehr
Michael Meyers
Rick Stevens

Also Present

Rose Frick
Scott Luczak

Guests

Sam Anderson – Teamsters Local No. 695
Gene Morauski – Del-Hart Union Steward

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

APPROVE MINUTES OF NOVEMBER 17, 2009 COMMISSION MEETING

M. MEYERS MOTIONED TO APPROVE THE MINUTES OF THE NOVEMBER 17, 2009 MEETING AS PRESENTED. B. LEONARD SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. SEVEN WERE IN FAVOR. R. STEVENS ABSTAINED. MOTION CARRIED.

CLOSED SESSION

MOTION TO CONVENE INTO CLOSED SESSION UNDER WISCONSIN STATUTES SECTION 19.85(1)(E) FOR THE PURPOSE OF NEGOTIATING A SUCCESSOR COLLECTIVE BARGAINING AGREEMENT WITH LOCAL NO. 695. FOLLOWING THE CLOSED SESSION, THE COMMISSION WILL THEN RECONVENE INTO OPEN SESSION TO TAKE ANY ACTION IF NECESSARY REGARDING THE DISCUSSED FOREGOING MATTERS AND TO CONTINUE WITH REMAINING AGENDA ITEMS.

R. LANDWEHR MOTIONED TO CONVENE INTO CLOSED SESSION UNDER WISCONSIN STATUTES SECTION 19.85(1)(E) FOR THE PURPOSE OF NEGOTIATING A SUCCESSOR COLLECTIVE BARGAINING AGREEMENT WITH LOCAL NO. 695. R. STEVENS SECONDED THE MOTION. A ROLL CALL VOTE WAS TAKEN: K. COMPTON, AYE; M. DEYOE, AYE; R. LANDWEHR, AYE; B. LEONARD, AYE; G. MACDOUGALL, AYE; M. MEYERS, AYE; E. MC ALEER, AYE; R. STEVENS, AYE. MOTION CARRIED. CLOSED SESSION CONVENE AT 7:01 P.M.

MOTION TO RECONVENE INTO OPEN SESSION AND TAKE ACTION IF ANY

G. MAC DOUGALL MOTIONED TO RECONVENE INTO OPEN SESSION. R. STEVENS SECONDED THE MOTION. A ROLL CALL VOTE WAS TAKEN: K. COMPTON, AYE; M. DEYOE, AYE; R. LANDWEHR, AYE; B. LEONARD, AYE; G. MACDOUGALL, AYE; M. MEYERS, AYE; E. MC ALEER, AYE; R. STEVENS, AYE. MOTION CARRIED. OPEN SESSION RECONVENED AT 7:54 P.M.

UNION CONTRACT RENEWAL

No action was taken.

GENERAL MANAGER'S REPORT

SAWYER ROAD/BARK RIVER WAUKESHA COUNTY CONSTRUCTION PROJECT

In the letter from Yaggy Colby dated December 2, 2009, Yaggy Colby recommended awarding the contract for the vacuum exaction to expose the 24-inch effluent main at the Bark River Bridge on Sawyer Road to Underground Pipeline, Inc. The bid received was in the amount of \$4,200 for locating Del-Hart's effluent and a supplemental price of \$200 to provide traffic control during the work. Additionally, a cost of several hundred dollars for slurry backfill purchased through the Town of Summit's materials supplier will be incurred.

E. MCALEER MOTIONED TO AWARD THE CONTRACT TO UNDERGROUND PIPELINE, INC. M. MEYERS SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

S. Luczak reported that the Wisconsin Department of Natural Resources refunded \$450 to Del-Hart because of a permitting change requested by Yaggy Colby.

Locating started this morning and will continue tomorrow.

REVERSE OSMOSIS SYSTEM

Previously Del-Hart was under contract with Siemens Water Technology for exchanging a tank every 90 days (\$350/quarter). However, S. Luczak discovered that due to Siemens' unusual scheduling, the tank exchange sometimes took place every two months instead of three, thereby increasing the charge. In 2008, \$2,424 was spent for tank exchanges. The contract ended October 30, 2009. In the first nine months of 2009, the cost of tank exchange was \$1,460. S. Luczak looked at the reverse osmosis (RO) system which uses a diaphragm versus a bead bed to remove particles. Siemens submitted a bid of \$5,463 for a RO system; Guthrie & Frey (local to Delafield) submitted a bid of \$1,480 for a RO system that included a five year warranty. S. Luczak contacted Guthrie & Frey to install their RO system. The annual cost for supplies for the RO system will be about \$200/year compared to \$2,424/year for the cost of tank exchanges by Siemens. He estimated that the RO system should pay for itself in about one year. It was clarified that the RO system is used for lab water. The commissioners were pleased with this decision.

DIGESTER FEED WET WELL MIXER

Last year \$5,000 was put in the capital budget to rebuild the digester feed wet well mixers in structure 140. This is one of the mixers to be rebuilt. In 2010, another \$5,000 was put into the budget. A quote to rebuild a mixer this year was received in the amount of \$3,422. S. Luczak would like approval for this rebuilding.

M. MEYERS MOTIONED TO APPROVE THE REBUILDING OF THE MIXER. E. MCALEER SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

S. Luczak stated that next year's capital budget also contains \$5,000 for the digester feed wet well mixer. He felt that since the price was reduced this year to rebuild the mixer that it may be a good time to rebuild another mixer. The price quote is good for 60 days. Because the invoice would be paid in 2010 and was included in the capital budget, the commissioners felt that a motion was not needed to proceed with the rebuilding of the other mixer.

COMMISSION PURCHASE APPROVAL DOLLAR LIMIT

Discussion took place on what the dollar limit for purchases should be before the approval of the commission would be required. The commissioners stated that no matter what the dollar amount was, they would like to be informed of substantial purchases.

R. STEVENS MOTIONED TO RAISE THE DOLLAR LIMIT ON PURCHASES REQUIRING COMMISSION APPROVAL FROM \$1,000 TO \$2,500 BUT NOTED TO KEEP THE COMMISSIONERS INFORMED. B. LEONARD SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

INTERNET WEBSITE

A sample home page was given to the commissioners at the meeting. Commission opinion was requested. Suggestions included:

- Replace the word "Staff" with "Contact us".
- Add the words "Pick up" after "Biosolids"
- Change the word "Challenges" to "Upgrades". "Upgrades" should include what had to be done for the upgrade.
- A section informing what should and should not go into the sewer system will be listed on the website.

G. MacDougall stated that the City Clerk Gina Gresch will get this up on the City's website as soon as Del-Hart's General Manager submits it to them.

M. DeYoe stated that another sample should be submitted for the next meeting. The sample will include all information to go into the website. This will be sent to the commissioners prior to the meeting. The website will look like a Del-Hart website when it is finished.

FINANCE DIRECTOR'S REPORT

YAGGY COLBY INVOICE

R. STEVENS MOTIONED TO APPROVE THE YAGGY COLBY INVOICE DATED DECEMBER 9, 2009 IN THE AMOUNT OF \$885.19. R. LANDWEHR SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

LOCAL GOVERNMENT PROPERTY INSURANCE FUND 2010 RENEWAL DIVIDEND

A letter from the State of Wisconsin/Office of the Commissioner of Insurance, Local Government Property Insurance Fund dated November 16, 2009 was received. A dividend credit for 2010 will be received in the amount of \$6,659 when the policy is renewed.

RE-EVALUATION OF DOMESTIC USER EQUIVALENTS

R. Frick authored and discussed two documents entitled "Re-Evaluation of Domestic User Equivalents (DUEs)". She pointed out to the commission the need for a DUE restructure because water/sewer use has changed drastically since the 1970s when Del-Hart's rate structure was initially configured. She commented that no other sewer districts still use 100,000 gallons for the average residential water usage unit. Current water statistics for the Village of Hartland, surrounding areas and the state of Wisconsin show dramatically reduced water/sewer use for residential users. The Village is currently averaging 66,754 gallons per residential sewer user for the past three years and the Public Service Commission of Wisconsin shows average residential water use at 56,000 for 2008 (a decline of 6.7% in the past five years from 60,000 gallons in 2004). If Del-Hart reduced its DUE to 75,000 gallons, the DUE would still be generous in terms of the average residential sewer user in the Village of Hartland and Del-Hart's billings would more closely match actual sewer usage. The report stated, "By revising the definition of one DUE from 100,000 gallons to 75,000 gallons per year, the DUE will be more in line with the recent water/wastewater industry standards (supported by the PSC of Wisconsin) and our own current municipal sewer use trends and will properly match sewer use billed to customers with actual sewer services provided." The non-residential users serviced by Del-Hart have benefited from the 100,000 gallons/DUE in the past. As part of the DUE conversion, all non-residential users at one DUE currently using 100,000 gallons would be converted to 1.33 DUEs (or rounded up to 1.50 DUE) for the new 75,000 gallons/DUE structure. Businesses would still only pay for the sewer capacity that they used and DUEs would continue to be reviewed on a yearly basis in July. R. Frick reviewed general information on sewer user rate structures which included various reasons why the DUEs should be reviewed and revised; benefits of re-evaluation of Domestic User Equivalents, and the DUE restructure process that would need to take place. The Del-Hart attorney and auditors were consulted regarding the DUE restructure process. By revising the DUEs, Del-Hart's rate structure would conform more closely to the industry standards and that of neighboring municipalities. R. Frick mentioned that connection charges would also need to be re-evaluated and re-calculated to be in line with the new DUE rate structure. R. Frick stated if the suggested changes were implemented, it would result in significant financial and long-term benefits for Del-Hart in terms of income and the timing of the next plant upgrade. The next upgrade could be postponed because of the substantial additional connections available due to restructuring.

G. MacDougall expressed concern about the rationale for extending the plant life and asked how the decision for the next upgrade was determined. R. Frick explained that engineers do not look at the number of DUEs used, but rather at the actual gallons used when considering a possible upgrade to capacity. S. Luczak stated that the trends of water use over the years show a reduced rate of water consumption through the use of water efficient appliances, water conservation measures used by consumers and the reduction in size of the average residential family. The plant is currently running at 55% of its capacity in gallons compared to the 67% of its available DUEs. When the last upgrade was considered, Del-Hart was running at 90% capacity in gallons.

The commissioners were very pleased with the concept and ideas presented and directed R. Frick to proceed with the re-evaluation and restructure of DUEs for the future year. R. Frick mentioned that the annual audit is scheduled in March and that it would be her top priority, however, she will continue to work on this DUE restructure as well and keep the commission informed of her progress.

FINANCIAL STATEMENTS

The financial statements were provided to the commissioners.

APPROVE EXPENSES & DISBURSEMENTS

M. MEYERS 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

R. Landwehr asked that R. Frick put salary reviews for herself and S. Luczak on the next month's agenda.

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 8:44 P.M.

Respectfully submitted:

Minutes prepared by:

Rosemary Frick, CPA
Finance Director

Accurate Business Communications, Inc.