

**Delafield-Hartland
Water Pollution Control Commission**

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Commission Meeting Minutes for February 16, 2010
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

Ray Putchinski (alternate)

Village of Hartland

Karen Compton

Richard Landwehr

Michael Meyers

Rick Stevens

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 JANUARY 19, 2010 COMMISSION MEETING

R. STEVENS MOTIONED TO APPROVE THE MINUTES FROM THE JANUARY 19, 2010 COMMISSION MEETING AS PRESENTED. B. LEONARD SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

ANNOUNCEMENT OF CLOSED SESSION

M. DeYoe announced that there would be a closed session later in the agenda.

GENERAL MANAGER'S REPORT

RATIFICATION AND EXECUTION OF UNION CONTRACT

E. MCALEER MOTIONED TO APPROVE THE RATIFICATION AND EXECUTION OF THE UNION CONTRACT. R. LANDWEHR SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

SAWYER ROAD/BARK RIVER WAUKESHA COUNTY CONSTRUCTION PROJECT

On February 9, 2010, S. Luczak emailed Kevin Yanny of the Waukesha County Department Works regarding the 24 inch force main. K. Yanny replied that Tom Romenesko had reviewed the elevation information. The force main is very close to or slightly in conflict with the underside of the proposed box culvert. T. Romenesko needed to make some revisions to the culvert hydraulic model per Wisconsin Department of Natural Resources (WDNR) comments. Since there is a potential force main conflict, it has been proposed to the WDNR that the culvert floor elevation be brought up 6 inches. Before the design is advanced any further, it is hoped to receive Wisconsin Department of Transportation (WDOT) and WDNR approval of the preliminary plan and the revised hydraulic analysis. The force main is at an elevation that will conflict with sheet piling for dewatering the work site. T. Romenesko believes that they can gap the sheet piling and use other methods for dewatering over the force main. K. Yanny hopes to finish the design and land acquisition in 2010, and start construction in 2011.

On January 20, 2010 Jim Romanowski of Yaggy Colby Associates called and stated that the Yaggy Colby invoice was ready but was over the contract price by \$2,200. According to the contract this should have had a pre-approval by the Commission. Del-Hart management contacted Attorney Fenner and a discussion took place. Attorney Fenner, M. DeYoe, S. Luczak, and R. Frick were all in agreement that this overage should have been discussed prior to being incurred. Since it was not, it was felt that Del-Hart was not liable for the charges. S. Luczak and R. Frick contacted J. Romanowski regarding Del-Hart's decision not to pay these additional charges. J. Romanowski has decided not to pursue the matter further and Yaggy Colby Associates will not invoice Del-Hart for the \$2,200 in excess of the contract price.

INTERNET WEBSITE

G. MacDougall had emailed S. Luczak with a suggestion of posting additional pictures on the website depicting the processes that take place in the plant. B. Leonard suggested placing identifiers (i.e., street names, a star showing location of Del-Hart, compass, address, etc.) on the map to clearly mark the facility in relationship to the surrounding area. The consensus of the Commission was that they were pleased with what they saw on the website.

HEATING VENTILATING AIR CONDITIONING SYSTEM – SUPPLY FAN CONTROL REPAIR

On January 27, 2010, S. Luczak observed that the Heating Ventilating Air Conditioning (HVAC) system was not working properly. After checking the system, S. Luczak called a service technician from the vendor, Trane. The Trane service technician detected that a hole had developed in the capacitor and a new replacement part which cost \$7,290 was installed. M. DeYoe was contacted and approved the repair costs. The system was back up and working the next day by 3 p.m. There is a one year warranty on the replacement part.

INJURED EMPLOYEE

On December 15, 2009, an operator Courtney Andrews slipped off a ladder and dislocated his elbow. This resulted in a Worker's Compensation claim. The injured employee is now back at work.

FINANCE DIRECTOR'S REPORT

YAGGY COLBY INVOICE

An invoice was received in the amount of \$61.50. R. Frick reported that this would be the last and final invoice from Yaggy Colby Associates.

K. COMPTON MOTIONED TO APPROVE PAYMENT OF THE INVOICE FROM YAGGY COLBY IN THE AMOUNT OF \$61.50. R. STEVENS SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

RE-EVALUATION OF DOMESTIC USER EQUIVALENTS UPDATE

R. Frick reported that everything is complete for the audit. The audit was scheduled for March 19, 2010, but has been moved up by a few weeks to March 8, 2010. R. Frick will review with S. Luczak a few remaining reclassifications on expenses prior to the audit. After the audit date, she will be able to start working on the Domestic User Equivalents (DUEs) Restructure project.

A new connection report is needed for the DUEs Restructure project as was discussed at December's meeting. The auditors from Baker Tilly Virchow Krause were contacted by R. Frick about the cost of this report. They thought that since R. Frick had helped substantially with the last connection report in 2005 that they would be able to discount the original cost of \$19,400 (same cost as in 2005) down to about \$12,000 (about 40% off) or possibly lower to \$10,000 (more than 50% off). An exact proposal will be forthcoming from Baker Tilly Virchow Krause.

FINANCIAL STATEMENTS & 2009 AUDIT

R. Frick reviewed the statements and particularly noted that the Income before Fair Value Adjustment on the bottom of page 3 was a positive number. This is a very good sign. A brief discussion took place and it was stated that various employment changes may account for part of this increase to net income, however it is still a good positive trend. A mid-year income statement may be a better indicator of the current year's direction. The Budget Variance Report on page 4 reflected that Del-Hart is presently ahead of budget, although it is too early to judge this positive trend as well.

APPROVE EXPENSES & DISBURSEMENTS

E. MCALEER MOTIONED TO APPROVE PAYMENT OF THE EXPENSES AND DISBURSEMENTS. R. LANDWEHR SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. MOTION CARRIED.

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

R. Landwehr stated that he would not be present at the next meeting. R. Frick will contact D. Lamerand to fill in as an alternate for Hartland.

There were no items requested for the next commission agenda.

CLOSED SESSION

MOTION TO CONVENE INTO CLOSED SESSION UNDER WISCONSIN STATUTES SECTION 19.85(1)(C) FOR THE PURPOSE OF DETERMINING COMPENSATION FOR ADMINISTRATIVE EMPLOYEES. 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. STEVENS MOTIONED TO CONVENE INTO CLOSED SESSION UNDER WISCONSIN STATUTES SECTION 19.85(1)(C) FOR THE PURPOSE OF DETERMINING COMPENSATION FOR ADMINISTRATIVE EMPLOYEES. B. LEONARD SECONDED THE MOTION. A ROLL CALL VOTE WAS TAKEN: K. COMPTON, AYE; M. DEYOE, AYE; R. LANDWEHR, AYE; B. LEONARD, AYE; E. MCALEER, AYE; M. MEYERS, AYE; R. PUTCHINSKI, AYE; R. STEVENS, AYE. MOTION CARRIED. CLOSED SESSION WAS ENTERED INTO AT 7:26 P.M.

MOTION TO RECONVENE INTO OPEN SESSION

R. STEVENS MOTIONED TO RECONVENE INTO OPEN SESSION. R. LANDWEHR SECONDED THE MOTION. A ROLL CALL VOTE WAS TAKEN: K. COMPTON, AYE; M. DEYOE, AYE; R. LANDWEHR, AYE; B. LEONARD, AYE; E. MCALEER, AYE; M. MEYERS, AYE; R. PUTCHINSKI, AYE; R. STEVENS, AYE. MOTION CARRIED. THE MEETING RECONVENED INTO OPEN SESSION AT 7:45 P.M.

OTHER ISSUES

ADMINISTRATIVE EMPLOYEES COMPENSATION

K. COMPTON MOTIONED TO GIVE BOTH THE GENERAL MANAGER AND FINANCE DIRECTOR A 3.0% RAISE. R. STEVENS SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

ADJOURN MEETING

R. LANDWEHR MOTIONED TO ADJOURN FROM THE MEETING. R. STEVENS SECONDED THE MOTION. ALL WERE IN FAVOR. MOTION CARRIED. THE MEETING ADJOURNED AT 7:47 P.M.

Respectfully submitted:

Minutes prepared by:

Rosemary Frick, CPA
Finance Director

Accurate Business Communications, Inc.