

**Delafield-Hartland
Water Pollution Control Commission**

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Commission Meeting Minutes for April 20, 2010
Delafield-Hartland WPCC Treatment Plant Board Room

Time
7:00 PM

CALL MEETING TO ORDER

M. DeYoe called the meeting to order at 7:01 p.m.

ROLL CALL

Delafield

Michele DeYoe
Beth Leonard (excused)
Gerald MacDougall
Ed McAleer

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 MARCH 16, 2010 COMMISSION MEETING

M. MEYERS MOTIONED TO APPROVE THE MINUTES OF THE MARCH 16, 2010 COMMISSION MEETING AS PRESENTED. G. MACDOUGALL SECONDED THE MOTION. SIX WERE IN FAVOR. R. LANDWEHR ABSTAINED. MOTION CARRIED.

GENERAL MANAGER'S REPORT

SAWYER ROAD/BARK RIVER WAUKESHA COUNTY CONSTRUCTION PROJECT

S. Luczak emailed Kevin Yanny and Tom Romenesko inquiring about the DNR and DOT project, but no reply was received.

PURCHASE OF NEW 3/4 TON TRUCK

The purchase of a new ¾ ton truck was included in the 2010 budget in the amount of \$35,000. Specifications were developed and presented to four dealerships. Only two of the four dealerships responded. Ewald Automotive came in with the best package for a Ford F250 with cost breakdowns as follows: \$34,908 - \$11,665 (State discount) - \$2,500 (trade in) = \$20,743. Jack Griffin offered a Ford F250 for \$34,055 - \$6,572 (rebate and discount) - \$2,500 (trade-in) = \$24,983. The truck being traded in is a 1997 ½ ton V6 with 75,000 miles. S. Luczak would like to purchase the truck from Ewald Automotive. The Commissioners were in agreement. No motion was needed to approve the purchase as it had already been included in the 2010 budget.

FINANCE DIRECTOR'S REPORT

RE-STRUCTURE OF DOMESTIC USER EQUIVALENTS UPDATE

There was nothing to report on.

ENGAGEMENT LETTER FOR CONNECTION FEE REPORT FROM BAKER TILLY VIRCHOW KRAUSE LLP

A copy of the engagement letter from Baker Tilly Virchow Krause, LLP was provided to the commissioners. R. Frick said she wanted to make sure that the study was very specific for what Del-Hart needed. After discussions with Del-Hart's attorney, the scope of the project was changed to include only the necessary work for connection fee calculations and the restructure of Domestic User Equivalents (DUEs). As a result, the project costs were renegotiated from about \$12,000 down to \$8,000 and finally reduced to a total cost of \$4,000. This last reduction in cost was due to the fact that Del-Hart's Finance Director, R. Frick, will be providing a lot of work assistance for the study.

M. MEYER MOTIONED TO APPROVE SIGNING AND ACCEPTANCE OF THE ENGAGEMENT LETTER FOR THE CONNECTION FEE REPORT FROM BAKER TILLY VIRCHOW KRAUSE, LLP IN THE AMOUNT OF \$4,000. R. LANDWEHR SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

FINANCIAL STATEMENTS & 2009 AUDIT REPORT

R. Frick reported that the 28 apartments were just connected in April 2010. There has been only one connection charge to date for March 2010 (see page 3 of the financial report), but the anticipated 2010 connections are now coming through; this will help the bottom line. No unusual activity was reported and the first quarter looks good. The total investment account balance is very good and is slowly increasing over time. R. Frick commented that she is continuing to build a short term investment ladder in the accumulation account. There are adequate funds for the Clean Water Fund (CWF) loan payments in 2010 and she is setting aside funds for the CWF loan payments in 2011. After 2011, there are currently adequate funds available in the accumulation account each year for the annual CWF loan payments. When the investment ladder is complete, Del-Hart will be more sheltered from the short-term money market rates because we will be able to invest 3-4 years out in the future. In response to a question from M. Meyers regarding the investment account (page 6), specifically the call date from 2008 for Citizen's First Bank, R. Frick explained that this was a past call date and was the first time that this investment was eligible for a call. From now on, it can be called at any time; however, a call on this investment has not been received. She added a comment on the Tennessee Energy Bond that is one of the investments we are currently watching closely. It had recovered \$113,425 of its loss from its January 2009 market value (\$386,480) to its market value at year-end in December 2009 (\$499,905). (Its March 2009 current market value is \$502,915, a gain of \$2,915 over its original cost).

The Commissioners were requested to take the 2009 audit report along with them and review it prior to discussion at the next meeting. R. Frick thought that the most interesting and meaningful part of the audit report for them may be the Management's Discussion and Analysis Report (page 2-11) that was written exclusively by her and shows the financial highlights of the audit report.

APPROVE EXPENSES & DISBURSEMENTS

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

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

State of Wisconsin 25x25 Energy Savings Program for reducing our energy dependence by 25% by 2025.

ADJOURN MEETING

R. STEVENS MOTIONED TO ADJOURN FROM THE MEETING. K. COMPTON SECONDED THE MOTION. ALL WERE IN FAVOR. MOTION CARRIED. THE MEETING ADJOURNED AT 7:14 P.M.

Respectfully submitted:

Minutes prepared by:

Rosemary Frick, CPA
Finance Director

Accurate Business Communications, Inc.