

Delafield-Hartland
Water Pollution Control Commission
416 Butler Drive, Delafield WI 53018-1871
Phone: 262-646-4364/Fax: 262-646-5187

Meeting Minutes (Revised)

Commission Meeting Minutes for **January 21, 2020 at 5:00 P.M.**
Delafield-Hartland WPCC Wastewater Treatment Plant Conference Room
416 Butler Drive, Delafield, WI 53018

CALL COMMISSION MEETING TO ORDER

Chair Tim Aicher called the January 21, 2020 Delafield- Hartland Water Pollution Control (DHWPC) Commission meeting to order at 5:02 P.M.

ROLL CALL OF COMMISSIONERS

City of Delafield

Tim Aicher
Dave Greenway
Kevin Maples
Erv Sadowski

Village of Hartland

Jeff Anson
Rick Conner (Excused)
Donna Dorau
Michael Meyers
Jeff Pfannerstill

Also Present

Rose Frick
Scott Luczak

ANNOUNCEMENT OF CLOSED SESSION

THERE WILL BE A CLOSED SESSION FOLLOWING THE ANNOUNCEMENT FOR NEXT COMMISSION MEETING AND AGENDA ITEMS.

APPROVE MINUTES OF DECEMBER 5, 2019 COMMISSION SPECIAL MEETING

J. ANSON MOVED TO APPROVE THE MINUTES OF THE DECEMBER 5, 2019 COMMISSION SPECIAL MEETING AS PRESENTED. K. MAPLES SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

GENERAL ISSUES

DISCUSSION ON A LATER START TIME FOR COMMISSION MEETINGS

Discussion took place regarding a later start time for Commission meetings. A 5:30 PM start time was desired for future meetings.

T. AICHER MOVED TO CHANGE THE DELAFIELD-HARTLAND WATER POLLUTION CONTROL COMMISSION MEETING START TIME TO 5:30 P.M. BEGINNING AT THE MARCH 2020 MEETING. E. SADOWSKI SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

GENERAL MANAGER'S REPORT

UPDATE ON REPAIR OF FORCE MAIN BREAK AT PUMP STATION #3

The total cost for the repair of the pipe involved in the force main break at Pump Station #3 was \$50,807 and this total comprised of D. F. Tomasini, Inc. contractor costs in the amount of \$41,142 and Lincoln Rental equipment and labor costs in the amount of \$9,665. The Commissioners had no questions.

UPDATE ON PARTICIPATION IN WE ENERGIES "SOLAR NOW" PILOT PROGRAM

The Commission attorney, Bill Cole had reviewed concerns shared at the November 2019 Commission meeting regarding our participation in WE Energies "Solar Now" pilot program. Different language has been proposed by Attorney Cole and discussed with the WE Energies staff. Modifications were made to the non-binding agreement prior to submission to WE Energies for approval. Some of the changes include: reduction of the agreement term from 30 to 20 years and We Energies would be responsible for all site preparation. The pilot program would only use 1.5 acres and in the future if other solar programs were desired by the Commission, they would be allowed on the site next to it. The equipment involved in the pilot program would be disassembled by We Energies and the site would be restored to its original condition upon the termination of the program. Additional information and discussion related to the contractual obligations of the program would need to be presented by We Energies in the future.

PLANT MODIFICATION CONSTRUCTION PROJECT UPDATE

Modifications to the Commission's Wastewater Treatment Plant are now underway. There are two change orders to be presented tonight. One change order is to change the grading needed for containment of the polymer in the system for an amount of \$3,647. The other change order is due to DNR regulations associated with the need for the installation of an eye wash/shower station for employee safety as a result of additives being used in the disc filtration process. This change order is in the amount of \$4,504.

D. DORAU MOVED TO APPROVE THE TWO CHANGE ORDERS AS PRESENTED FOR THE GRADING CHANGES AND THE INSTALLATION OF AN EYE WASH/SHOWER. J. ANSON SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

DISCUSSION ON SIGNAGE TO ADVERTISE THE COMMISSION TREATMENT PLANT AS A SITE FOR EMPTYING RECREATIONAL VEHICLE (RV) WASTE

Information on advertising the Commission treatment plant as a site for emptying recreational vehicle (RV) waste has been posted to all pertinent internet websites since the last meeting. Discussion ensued regarding various options for notifying area residents that this service was available. Other options discussed included articles in municipal newsletters and/or information inserts in tax bills, signage along I-94, and possible local cable TV commercials. This item will be on the next Commission agenda for discussion.

FINANCE DIRECTOR/TREASURER'S REPORT

REVIEW OF INVESTMENTS NOW RATED BELOW INITIAL REQUIREMENT OF TOP TWO HIGHEST RATINGS

R. Frick reviewed the five Robert W. Baird investments that are now below the initial investment requirement of the top two highest ratings. All five investments are rated as "A" investments and are still of investment quality. The financial investment manager at Baird discussed the investments with R. Frick and they agreed that the investments are still in good shape and stable. No action is required at this time.

2019 ANNUAL AUDIT UPDATE AND FINANCIAL STATEMENTS (NOVEMBER AND DECEMBER 2019)

The 2019 Annual Audit is scheduled to take place on January 30, 2020. Financial statements for November and December 2019 had been included in the information distributed to Commissioners in advance of the meeting. Year-end financial highlights were also provided to Commissioners. R. Frick reviewed the balance sheet, income statement, investment accounts and the connection charge report for the Commission. She pointed out how far the Commission has come since the beginning of its operations in 1980. She sighted comparisons of balance sheet, income statement and investment account historical figures from her Strategic Planning Report compiled in 2011 to the current financial statement numbers. She stated that the Commission has improved significantly with each decade of service to its municipal customers. Discussion ensued and R. Frick answered several questions from the Commissioners.

APPROVE EXPENSES AND DISBURSEMENTS (NOVEMBER AND DECEMBER 2019)

M. MEYERS MOVED TO APPROVE THE EXPENSES AND DISBURSEMENTS FOR NOVEMBER 2019 AS PRESENTED. J. ANSON SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

D. DORAU MOVED TO APPROVE THE EXPENSES AND DISBURSEMENTS FOR DECEMBER 2019 AS PRESENTED. J. PFANNERSTILL SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. WERE IN FAVOR. MOTION CARRIED.

NEXT COMMISSION MEETING AND AGENDA ITEMS

A discussion took place about moving the next Commission meeting to the 4th Tuesday of March because of St. Patrick's Day falling on the 3rd Tuesday when the meeting is usually scheduled. It was decided that the next meeting of the Commission will be tentatively scheduled for **March 24, 2020** beginning at **5:30 P.M.**, if needed. R. Frick will contact Commissioners to see if they can attend.

The following items are slated for the March 24, 2020 meeting agenda:

- Annual Audit Report Presentation, if ready at that time.
- Discussion on Signage to Advertise the Commission Treatment Plant as a Site for Emptying Recreational Vehicle (RV) Waste

At the request of J. Anson, T. Aicher returned to the item on "Discussion on Signage to Advertise the Commission Treatment Plant as a Site for Emptying Recreational Vehicle (RV) Waste." Discussion ensued regarding the fee charged for RV waste and options available to promote the service including inserts in municipal tax bills.

CLOSED SESSION

MOTION TO CONVENE INTO CLOSED SESSION UNDER WISCONSIN STATUTES SECTION 19.85(1)(C) FOR THE PURPOSE OF CONSIDERING EMPLOYMENT, PROMOTION, COMPENSATION OR PERFORMANCE EVALUATION DATA OF ANY PUBLIC EMPLOYEE OVER WHICH THE GOVERNMENTAL BODY HAS JURISDICTION OR EXERCISES RESPONSIBILITY (RE: COMPENSATION FOR ADMINISTRATIVE AND WASTEWATER OPERATIONS 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.

T. AICHER MOVED TO CONVENE INTO CLOSED SESSION UNDER WISCONSIN STATUTES SECTION 19.85(1)(C), FOR THE PURPOSE OF CONSIDERING EMPLOYMENT, PROMOTION, COMPENSATION OR PERFORMANCE EVALUATION DATA OF ANY PUBLIC EMPLOYEE OVER WHICH THE GOVERNMENTAL BODY HAS JURISDICTION OR EXERCISES RESPONSIBILITY (RE: COMPENSATION FOR ADMINISTRATIVE AND WASTEWATER OPERATIONS EMPLOYEES). E. SADOWSKI SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. A ROLL CALL VOTE TOOK PLACE: T. AICHER, AYE; D. GREENWAY, AYE; K. MAPLES; AYE, J. ANSON, AYE; D. DORAU, AYE; M. MEYERS, AYE; E. SADOWSKI, AYE AND J. PFANNERSTILL; AYE. MOTION CARRIED CLOSED SESSION WAS ENTERED INTO AT 5:40 P.M.

OPEN SESSION

D. GREENWAY MOVED TO RECONVENE INTO OPEN SESSION. K. MAPLES SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. A ROLL CALL VOTE TOOK PLACE: T. AICHER, AYE; D. GREENWAY, AYE; K. MAPLES; AYE, J. ANSON, AYE; D. DORAU, AYE; M. MEYERS, AYE; E. SADOWSKI, AYE AND J. PFANNERSTILL; AYE. MOTION CARRIED. OPEN SESSION WAS ENTERED INTO AT 6:27 P.M.

ACTION/DISCUSSION, IF ANY, FROM CLOSED SESSION

COMPENSATION FOR ADMINISTRATIVE AND WASTEWATER OPERATIONS EMPLOYEES

S. Luczak requested that the Commission consider additional compensation increases for administrative and wastewater operations employees. At the November 2019 Commission meeting, an across the board wage increase of 2.0% was given to all administrative and wastewater operations employees. He suggested that the Commission consider additional wage increases for certain employees based on credentials achieved and tests passed in addition to the previously approved across the board wage increases.

E. SADOWSKI MOVED TO INCREASE THE WAGE RAISE GIVEN IN NOVEMBER 2019 TO THE COMMISSION OPERATIONS HOURLY EMPLOYEES BY 0.5% RETROACTIVE TO JANUARY 1, 2020. M. MEYERS SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

D. DORAU MOVED TO INCREASE THE COMMISSION HOURLY OPERATORS THAT HAVE ACHIEVED THE ADVANCED GRADE LEVEL NEEDED BY THE COMMISSION BY \$0.50/HOUR AS AN INCENTIVE INCREASE AND TO CHANGE PREMIUM PAY FROM \$1.00/HOUR TO \$2.00/HOUR FOR THE LEADMAN AND LABORATORY TECHNICIAN. RETROACTIVE TO JANUARY 1, 2020. E. SADOWSKI SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

E. SADOWSKI MOVED TO INCREASE THE SALARY OF THE COMMISSION FINANCE DIRECTOR/TREASURER BY \$1,000 RETROACTIVE TO JANUARY 1, 2020. D. DORAU SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

E. SADOWSKI MOVED TO INCREASE THE SALARY OF THE COMMISSION GENERAL MANAGER BY \$10,000 RETROACTIVE TO JANUARY 1, 2020. M. MEYERS SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED

ADJOURN MEETING

E. SADOWSKI MOVED TO ADJOURN FROM THE JANUARY 21, 2020 DELAFIELD-HARTLAND WATER POLLUTION CONTROL COMMISSION MEETING. D. DORAU SECONDED THE MOTION. ALL WERE IN FAVOR. MOTION CARRIED. THE MEETING ADJOURNED AT 6:30 P.M.

CORRESPONDENCE

Respectfully submitted:

Minutes prepared by:

Rosemary Frick, CPA
Finance Director/Treasurer

Accurate Business Communications, Inc.