

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

Meeting Minutes

Commission Meeting Minutes for **July 21, 2020 at 5:30 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 July 21, 2020 Delafield-Hartland Water Pollution Control Commission Meeting to order at 5:30 P.M.

ROLL CALL OF COMMISSIONERS

City of Delafield

Tim Aicher

Dave Greenway

Kevin Maples (exited 6:00PM & re-entered 6:01PM)

Erv Sadowski

Village of Hartland

Jeff Anson

Donna Dorau (arrived 5:32 P.M.)

Robyn Ludtke

Michael Meyers

Also Present

Rose Frick

Scott Luczak

APPROVE MINUTES OF JUNE 16, 2020 COMMISSION MEETING

R. LUDTKE MOVED TO APPROVE THE MINUTES OF THE JUNE 16, 2020 COMMISSION MEETING AS PRESENTED. K. MAPLES SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

GENERAL MANAGER'S REPORT

PLANT MODIFICATION CONSTRUCTION PROJECT UPDATE

An update was provided on the plant modification construction project. Demolition began last week. Concrete will be poured for the disk filters that are scheduled to arrive on July 24, 2020. Filter cells are ready to receive the filters and installation is expected next week. Once the filters are delivered the project should move along quickly. Flow will not be stopped; however, there will be a day or two where the filter will need to be bypassed to allow installation to occur. Despite this bypass activity, the facility is still required to meet the Wisconsin Department of Natural Resources (DNR) limits noted in the permit.

WE ENERGIES "SOLAR NOW" PILOT PROGRAM UPDATE

Due to a conflict of interest, the Commission attorney could not review the WE Energies "Solar Now" lease agreement. The City of Delafield Attorney agreed to review the lease agreement for the Commission; however, he had not yet had time to do so. Review of the leasing agreement would be completed soon and sent to Commissioners for questions via email. All questions related to the leasing agreement should be provided to Chair T. Aicher only.

T. AICHER MOVED TO APPROVE THE LEASE TERM AGREEMENT FOR THE WE ENERGIES “SOLAR NOW” PILOT PROGRAM, CONTINGENT UPON CHANGES PROPOSED BY THE CITY OF DELAFIELD ATTORNEY AND NO OBJECTIONS FROM COMMISSIONERS UPON REVIEW OF THE PROPOSED LEASING AGREEMENT. K. MAPLES SECONDED THE MOTION. R. FRICK WILL EMAIL A COPY OF THE PROPOSED LEASING AGREEMENT TO ALL COMMISSIONERS WITH THE UNDERSTANDING THAT ANY QUESTIONS FROM THE COMMISSION WILL BE ADDRESSED ONLY TO CHAIR TIM AICHER. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

WISCONSIN POLLUTANT DISCHARGE ELIMINATION SYSTEM (WPDES) DRAFT PERMIT UPDATE

The Wisconsin Pollutant Discharge Elimination System (WPDES) permit had expired December 31, 2019. The Commission's facility is currently operating without a permit. A new draft permit has been received from the Wisconsin Department of Natural Resources (DNR) two weeks ago. After significant amounts of testing, the DNR is going to drop the chloride limit all together. After the DNR review and audit, S. Luczak learned that Class A bio-solids would no longer be permitted at our treatment facility. He provided history of this review noting that the facility could no longer be a Class A bio-solid producer according to the Environmental Protection Agency (EPA). This meant that all bio-solids would need to be hauled away from the facility and bio-solids could no longer be distributed to landscapers and farmers as had been done in the past. While testing costs would decrease due to the Class B change, increased hauling costs would likely result.

FINANCE DIRECTOR/TREASURER'S REPORT IMPACT OF RATE INCREASE ON USER FEES

As requested at the last Commission meeting, R. Frick provided three scenarios that demonstrated the impact of three rate increase scenarios: 1) No increase, 2) \$0.50 increase, and 3) \$1.00 increase to the monthly user fee rate charged for one Domestic User Equivalent (DUE). Hauler revenues were removed from all scenarios for accuracy. The last time that user fees had been increased was January 1, 1986. The three scenarios produced the following results: 1) No increase would yield \$3,000 in additional revenues over last year due to the increased number of DUEs this year, 2) \$0.50 increase would yield \$56,000 in additional revenue and 3) \$1.00 increase would yield \$113,000 in additional revenue this year. Also, R. Frick explained the impact of the fair value adjustment on investment income. Discussion ensued. K. Maples noted that operation revenues and investment income were two different things. Should an economic downturn negatively impact the investments, the total income would decrease and the Commission would not cover their operating expenses or would operate at a loss. M. Meyers provided history about the operation revenues noting that in the past the Commission did operate at an operating loss and has only showed positive operating income in the last couple of years. The facility continues at about break-even for operations due to the operational expense savings managed by staff. The recent uptick in hauler revenues has, also, positively impacted operational revenues. A discussion of the impacts of these scenarios was suggested for the next Commission meeting when the budget is discussed.

FINANCIAL STATEMENTS (JUNE 2020)

Financial statements had been distributed in advance of the meeting. A new format for the investment summary information was noted and explained. Financial statements were reviewed and discussed. A visual depiction of the financial health of the Commission, including the balance sheet breakdown, income statement breakdown, budget variance report and fair value adjustments and investments for the years 2011-2020 was reviewed by R. Frick. It was noted that restricted

investment income provides 50% of assets for the Commission. Chair T. Aicher commented that he would like to see the original format of the Investment Accounts statement with the other financial statements.

APPROVE EXPENSES AND DISBURSEMENTS (JUNE 2020)

Expenses and disbursements for June 2020 were provided to the Commissioners in advance of the meeting. Clarification was provided regarding the Wisconsin Deferred Compensation Program and R & R Insurance expenses.

R. LUDTKE MOVED TO APPROVE THE EXPENSES AND DISBURSEMENTS FOR JUNE 2020 AS PRESENTED. K. MAPLES SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

NEXT COMMISSION MEETING AND AGENDA ITEMS

The following items are slated for the agenda of the September 15, 2020 Commission meeting beginning at 5:30 P.M.:

- Update on R & R Insurance Coverage Related to Cyber Security
- Update on the WE Energies "Solar Now" Pilot Program Lease Agreement

ADJOURN MEETING

E. SADOWSKI MOVED TO ADJOURN FROM THE JULY 21, 2020 DELAFIELD-HARTLAND WATER POLLUTION CONTROL COMMISSION MEETING. R. LUDTKE SECONDED THE MOTION. ALL WERE IN FAVOR. MOTION CARRIED. THE MEETING ADJOURNED AT 6:16 P.M.

Respectfully submitted:

Minutes prepared by:

Rosemary Frick, CPA
Finance Director/Treasurer

Accurate Business Communications, Inc.