

Delafield-Hartland
Water Pollution Control Commission
416 Butler Drive, Delafield WI 53018-1871
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Meeting Minutes

Commission Meeting Minutes for **November 17, 2020** at **5:30 P.M.**
Delafield-Hartland WPCC Wastewater Treatment Plant Conference Room
Located at: 416 Butler Drive, Delafield, WI 53018

CALL COMMISSION MEETING TO ORDER

Chair Tim Aicher called the November 17, 2020 Delafield-Hartland Water Pollution Control Commission Meeting to order at 5:34 P.M.

ROLL CALL OF COMMISSIONERS

City of Delafield

Tim Aicher
Dave Greenway
Kevin Maples
Erv Sadowski

Village of Hartland

Jeff Anson
Donna Dorau (Absent)
Robyn Ludtke
Michael Meyers

Also Present

Rose Frick
Scott Luczak

Guests

Jason Navarro, Cyber Director, R&R Insurance Services, Inc. (Via Zoom)

ANNOUNCEMENT OF CLOSED SESSION

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

T. Aicher moved to the presentation on R & R Insurance Coverage Related to Cyber Security.

APPROVE MINUTES OF SEPTEMBER 22, 2020 COMMISSION MEETING

D. GREENWAY MOVED TO APPROVE THE MINUTES OF THE SEPTEMBER 22, 2020 COMMISSION MEETING MINUTES AS PRESENTED. K. MAPLES SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

GENERAL MANAGER'S REPORT

PRESENTATION ON R & R INSURANCE COVERAGE RELATED TO CYBER SECURITY

Jason Navarro, of R & R Insurance, provided a presentation via Zoom to the Commission on cyber security, noting his background and experience in the insurance industry. Insurance coverage for cyber security helps to mitigate financial risk and also provides support through rapid response, remediation, and repair of systems impacted by illegal cyber activity. Frequency and severity in infiltration of public sector systems has increased with the entry point into the system

frequently noted as human error. It is important to remain current in understanding endorsement and coverage over time as liability aspects of cyber security insurance change frequently. Recent changes from the Department of Treasury also have impacted liability in cyber security. Infiltration trends were reviewed relative to human breach points. Additional information on this topic is available by request.

SEWER EXTENSION FOR 150 UNIT APARTMENT COMPLEX (LIGHTNING DEVELOPMENT-HARTLAND APARTMENTS) OFF OF CAMPUS DRIVE / VILLAGE OF HARTLAND

A 150-unit apartment complex (Lightning Development-Hartland Apartments) has recently been approved in the Village of Hartland and Lightning Development has asked the Commission for a sewer extension approval to serve the development. This would bring in 150 sewer connections to the Del-Hart sewer system. S. Luczak informed the Commission that there is sewer capacity available to do so.

E. SADOWSKI MOVED TO APPROVE A SEWER EXTENSION FOR 150 UNIT APARTMENT DEVELOPMENT OFF OF CAMPUS DRIVE IN THE VILLAGE OF HARTLAND. M. MEYER SECONDED THE MOTION. CLARIFICATION WAS PROVIDED THAT THE DEVELOPMENT WOULD INCLUDE 150 NEW SEWER CONNECTIONS. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

PLANT MODIFICATION CONSTRUCTION PROJECT UPDATE

S. Luczak provided an update on the plant modification construction project. All filters have been installed. Demolition is ongoing in various parts of the plant. Additional construction of three mixing tanks will take place once excavation has occurred in that area. After all tanks are installed and concrete poured, it is the intention of the CD Smith construction crew to have all remaining concrete poured by the end of the week. The mixer and polymer equipment are tentatively scheduled to begin operation on December 14, 2020. As a result of various changes made to the construction project since the last meeting, there is a Change Order No. 4 that needs approval. These are the following changes that are included in Change Order No. 4:

1. Filter cells had to be moved causing a change in the railings to a different layout. This change will cost \$4,733 above the original bid.
2. Fill in the grade for Cell One making the area around it flat with no grade. This change will cost \$4,362 above the original bid.
3. Demolition of two filter cells prior to disk filter installation requires grout to be added to fill in the filter cells to bring them to grade. This requires the filters to be raised five inches due to time constraints. This change will cost \$5,182 above the original bid.
4. The launder covers originally estimated at \$146,000 have arrived. Due to the early time frame of arrival, a credit was requested and received in the amount of \$10,017.

All three changes along with the credit for the launder covers, resulted in a final total for Change Order No. 4 of \$4,259.82.

R. LUDTKE MOVED TO APPROVE CHANGE ORDER NO. 4 IN THE AMOUNT OF \$4,259.82. E. SADOWSKI SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

WE ENERGIES "SOLAR NOW" PILOT PROGRAM UPDATE

WE Energies has begun installation of the solar panels out in the field on the Commission property. The panels are being connected and will start producing power by the end of the year. Fencing will be provided around the project area once panel installation is complete.

FINANCE DIRECTOR/TREASURER'S REPORT UPDATE ON CONNECTION CHARGE REVISION

R. Frick provided an update on the connection charge revision noting that the Baker Tilly partner, Jodi Dobson provided her a quote of \$5,200 for the audit firm to participate in the revision process. R. Frick told the Commission that she could complete the connection charge revision herself since she has participated two times prior to this in revising the connection charge using the Cost of Plant method. That will save the Commission the full expense of \$5,200 next year. She will wait until all the invoices for the Plant Modification Construction Project have been paid before she does her revision. (Note: that connection charge revisions are necessary after there has been a major plant construction project in which a significant amount of dollars have been paid by the Commission).

RESOLUTION NO. 111720 RE: 2021 SCHEDULE OF FEES

A draft resolution has been included in the epacket for this meeting. Bold information indicated three changes in the Schedule of Fees from prior years. The three changes are noted as follows:

1. Administrative Charge per day – This charge is based on an exact computation that changes each year with the hourly rates of the FD/Treasurer and the WW Operators.
2. User Charge per Domestic User Equivalent (DUE) – This charge was increased by \$1.00 per DUE as approved by the Commission at the September 22, 2020 meeting.
3. Connection Charge per Domestic User Equivalent (DUE) – This charge is recalculated annually and uses the Construction Cost Index (CCI) for the percentage increase as specified in the Commission's Sewer Use Ordinance.

T. AICHER MOVED TO APPROVE RESOLUTION NO. 111720 RE: 2021 SCHEDULE OF FEES AS PRESENTED. E. SADOWSKI SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. SIX WERE IN FAVOR. MOTION CARRIED WITH R. LUDTKE VOTING NAY.

FINANCIAL STATEMENTS (SEPTEMBER AND OCTOBER 2020)

Financial statements had been distributed to Commissioners in advance of the meeting with highlights noted. The construction project at the plant is nearing completion with over \$3.0 million paid this year. In order to pay the construction and engineering invoices the past two months, three bonds worth about \$540.0 thousand were sold. This bond sale yielded a gain of over \$15,000 as shown in the comparative income statements' non-operating revenues. COVID-19 has impacted the operating revenues from non-residential users showing a decrease of \$40.2 thousand; however, hauler revenues have almost completely offset this decrease with an increase of \$38.7 thousand over last year's figures. The impact of COVID-19 on business revenues if it continues on its current trend into the first quarter of 2021 was questioned. Discussion of this negative trend will be placed on the next Commission meeting agenda for review.

APPROVE EXPENSES AND DISBURSEMENTS (SEPTEMBER AND OCTOBER 2020)

Clarification was provided regarding two separate invoices from Eurofins with the same dollar amount for chloride testing as noted in the expenses and disbursements. These invoices were accurate as presented.

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

R. LUDTKE MOVED TO APPROVE THE EXPENSES AND DISBURSEMENTS FOR OCTOBER 2020 AS PRESENTED. E. SADOWSKI 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 January 19, 2021 Commission meeting beginning at 5:30 P.M.

- Discussion of negative financial trend on operating revenues due to COVID-19

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: 1) COMPENSATION FOR FINANCE DIRECTOR/TREASURER AND WASTEWATER OPERATIONS EMPLOYEES, 2) PERFORMANCE REVIEW OF GENERAL MANAGER AND COMPENSATION FOR GENERAL MANAGER). 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. LUDTKE 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: 1) COMPENSATION FOR FINANCE DIRECTOR/TREASURER AND WASTEWATER OPERATIONS EMPLOYEES, 2) PERFORMANCE REVIEW OF GENERAL MANAGER AND COMPENSATION FOR GENERAL MANAGER). 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; E. SADOWSKI, AYE; J. ANSON, AYE; R. LUDTKE, AYE; AND M. MEYERS, AYE. MOTION CARRIED. CLOSED SESSION WAS ENTERED INTO AT 6:37 P.M.

OPEN SESSION

R. LUDTKE MOVED TO RECONVENE INTO OPEN SESSION. D. GREENWAY SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. A ROLL CALL VOTE TOOK PLACE: T. AICHER, AYE; D. GREENWAY, AYE; K. MAPLES, AYE; E. SADOWSKI, AYE; J. ANSON, AYE; R. LUDTKE, AYE; AND M. MEYERS, AYE. MOTION CARRIED. OPEN SESSION WAS ENTERED INTO AT 7:23 P.M.

Action/Discussion, if any, from Closed Session

E. SADOWSKI MOVED TO APPROVE A 3.0% RAISE FOR WASTEWATER OPERATIONS EMPLOYEES, A 3.5% RAISE FOR THE FINANCE DIRECTOR/TREASURER AND A \$4,000 RAISE FOR THE GENERAL MANAGER STARTING JANUARY 1, 2021. 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 NOVEMBER 17, 2020 DELAFIELD-HARTLAND WATER POLLUTION CONTROL COMMISSION MEETING. K. MAPLES SECONDED THE MOTION. ALL WERE IN FAVOR. MOTION CARRIED. THE MEETING ADJOURNED AT 7:28 P.M.

Respectfully submitted:

Minutes prepared by:

Rosemary Frick, CPA
Finance Director/Treasurer

Accurate Business Communications, Inc.