

# Delafield-Hartland Water Pollution Control Commission

**Meeting Minutes for Tuesday, March 19, 2024  
5:30 PM**

Commission Conference Room, Treatment Plant, 416 Butler Drive, Delafield, WI 53018

Call to Order: The meeting was called to order at 5:30 P.M.

Roll Call of Commissioners:

City of Delafield: Tim Aicher, Alderman, Chairman  
Erv Sadowski, Citizen Member, Secretary  
Kevin Maples, Citizen Member  
John Seymour, Alternate

Village of Hartland: Dave Lamerand, Citizen Member, Vice Chair  
Ann Wallschlager, Trustee  
Adam Pfeiffer, Trustee (excused)  
Linda Hallquist, Citizen Member

Also Present: Rob Minnema, General Manager  
Ericka Buchberger, Finance Director/Treasurer

Approve Minutes of January 16, 2024 Commission Meeting

**Motion (Maples/Wallschlager) to approve the Commission Meeting minutes of January 16, 2024. Carried (7-0).**

General Manager's Report

Biological Phosphorus Removal (BPR) Project Update

General Manager, Rob Minnema, stated that the project is still moving along, the job trailer is gone, CD Smith has wrapped up most of their work, but we're stilling waiting on electrical components to come in that were ordered over a year ago. With that being said, the substantial completion date has been moved to May 31, 2024 and the final completion date is July 31, 2024. There are no repercussions with the state/DNR for pushing the completion dates out. As it stands right now, DHWPCC is not contesting pushing the dates or exercising their right to collect \$2,000 a day in fines because the delays are due to causes beyond the contractor's control and not negligence. Per a request from the Commission Chair, Rob Minnema will present a summary of the upgrades due to the project to the City of Delafield and Village of Hartland.

**Motion (Lamerand/Hallquist) to approve Change Order #4. Carried (7-0).**

2024 Capital Project Review/Update

Rob Minnema gave a brief update on several capital asset projects that have recently been completed. These include asphalt repair in front of the main building, the HVAC unit installment in the lab (still waiting on the roof top unit), and painting of the filter building interior which had not been done since 2003.

Pump Station 5 has been an issue for DHWPCC for several years and is a potential liability. It has had multiple backups and there is only a short window of time to get there before damage occurs. Therefore, the GM believes a permanent generator should be installed. It was presented and approved by Delafield Public Works and needs to be approved by Delafield Planning/Development. The cost is approximately \$40,000 with Delhart's staff electrician doing most of the work.

**Motion (Hallquist/Sadowski) to approve a capital equipment budget increase of \$40,000 to put in a permanent generator at Pump Station 5. Carried (7-0).**

**Motion (Lamerand/Maples) to approve the low bid of Wolter, Inc. for \$27,694 for the 40kW Outdoor Generator with a 150A ATS to be installed at Pump Station 5. Carried (7-0).**

#### Sewer Extension Approval – Kwik Trip/Three Leaf Partners Development

Commission members had a discussion regarding the extension which concluded with no concerns with granting approval. R. Minnema also stated that he had no concerns with the extension approval.

**Motion (Wallschlager/Lamerand) to approve the sewer extension for the Kwik Trip/Three Leaf Partners Development. Carried (7-0).**

#### Review and Discuss Expenditure/Purchasing Policies

Rob Minnema provided a hard copy of Delhart's current expenditure/purchasing policy to the Commission members. After a thorough discussion, it was concluded that the processes that are in place are working and should continue. As of now, the GM has the authority to spend up to \$5,000 or an amount planned and approved in the budget without notifying the Commission. If the expenditure is coming out of the contingency, or the cost is significant and is an immediate need, the GM contacts the Chair and Vice Chair to get their input prior to the upcoming Commission meeting.

#### Update on Website Development

Rob Minnema introduced the new Delhart website to the Commission. It is not live yet but will be before the May 2024 meeting. Everyone seemed to like it a lot. Some of the comments regarding it are it is simple, clean, and very informative. The Commissioners also liked that DHWPCC used a local Delafield business to create it. Going forward, Delhart will be posting its own meeting agendas and minutes instead of relying on others. The municipalities will have a link on their website that will take a person directly to the DHWPCC website.

#### Review of Preliminary "Draft" 2025 Budget

Per the Commission's request, a 2025 preliminary budget was created and presented to the Commissioners. While the 2025 revenue is consistent with prior year numbers, and the 2025 expenses are decreasing (due to the elimination of double wage/benefit amounts), we are still reporting at a loss. Looking at a budget overview comparing the years 2022 through 2025, Delhart's deficit has been consistently increasing. This led to a lengthy discussion with varying opinions regarding the current DUE rate of \$16.50 and whether it should be raised and if so by how much and when. There have only been two user fee increases since 1980 and our rates are comparatively low when compared to other municipalities. Chairman, T. Aicher, suggested that we table this discussion/decision until the May 21, 2024 meeting so everyone can think about it more,

and we can gather more data that supports the need for an increase. R. Minnema will compile a schedule with the rates from other municipalities – it was suggested that the comparison rates be posted to the new website.

#### BPR Project, Payment Status/Bond Balances

E. Buchberger made minimal comments in this area summarizing that Delhart has spent over \$5 million on the BPR Project and all funding for it is provided by our Baird investments. The current value of the investments is about \$11 million.

#### Update on Annual 2023 Audit

The FD/T reported that the auditor have everything they need/requested , and per Ryan Theiler, from Baker Tilly, everything went smoothly again this year. The final 2023 financial statements and audit report will be presented at the May 21, 2024 Commission meeting.

#### Financial Statements (January and February 2024)

E. Buchberger reported that everything remains consistent with prior months. Restricted assets continue declining due to funding of the BPR Construction Project. There was a short discussion regarding the presentation of the replacement account and the depreciation account in the Restricted Assets section of the Comparative Balance Sheet. The presentation of these two assets will be changed at some point per a discussion the FD/T had with Ryan Theiler from Baker Tilly. The value of these two accounts should be netted to reflect the amount of \$10,901,953. The Commissioners did not have any additional questions or concerns at this point, but as always are encouraged to contact E. Buchberger if any questions pertaining to the financial graphs or statements come up after the Commission meeting.

#### Approve Expenses and Transfers (January and February 2024)

**Motion (Sadowski/Maples) to approve the expenses and transfers for January 2024.  
Carried (7-0).**

**Motion (Lamerand/Maples) to approve the expenses and transfers for February 2024.  
Carried (7-0).**

#### Next Commission Meeting and Agenda Items

User Fee Increase

#### Adjourn Commission Meeting

**Motion (Lamerand/Sadowski) to adjourn at 6:29 P.M. Carried (7-0).**

#### Correspondence

NONE

Respectfully submitted by:

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