

Delafield-Hartland Water Pollution Control Commission

Meeting Minutes for Tuesday, July 16, 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, Mayor, Chairman
Kevin Maples, Citizen Member
Mark Schaefer, Alderman
John Seymour, Alternate

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

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

Approve Minutes of May 21, 2024 Commission Meeting

E. Buchberger stated that she was changing Mark Schaefer from being titled as a Trustee to an Alderman on the May 21, 2024 meeting minutes.

Motion (Lamerand/Pfeiffer) to approve the Commission Meeting minutes of May 21, 2024. Carried (8-0)

General Manager's Report

Biological Phosphorus Removal (BPR) Project Update

General Manager, Rob Minnema, stated that the project's substantial completion date of May 31, 2024 has been met, and all components are operating. There are some punch list items remaining, and R. Minnema is reviewing these with the engineer and contractor. A final completion date of July 31, 2024 is anticipated to be met without any issues.

2024 Capital Project Review/Update

Rob Minnema reported that a second thermophilic digester feed pump failed which required Del-Hart to purchase another one. He is requesting \$90,000.00 be added to the 2024 capital equipment budget to cover the 2 pumps already purchased and 2 additional pumps.

Motion (Pfeiffer/Maples) to approve adding \$90,000.00 to the 2024 capital budget to cover the cost of purchasing four thermophilic digester feed pumps. Carried (8-0)

Review for Approval, Change Order #5

The BPR Project contract has been changed with Change Order #5 which removes the exterior staining of the fermenter, and saves Del-Hart approximately \$40,000. Del-Hart will purchase the stain from Sherwin Williams and DHWPCC's staff will apply the stain instead of a contractor.

Motion (Pfeiffer/Maples) to approve Change Order #5. Carried (8-0).

Delafield-Hartland WPCC
Commission Meeting Minutes for 07/16/2024
Page 2 of 2

Retirement of Mike Fenlon, Lab Technician

R. Minnema announced the retirement of Mike Fenlon after 19 years of service to DHWPCC. He thanked Mike for his service, and stated that G. Hoelzl has stepped in as the current lab tech. With another retirement coming up in the Spring of 2025, the General Manager plans to discuss future staffing at the September 17, 2024 Commission meeting.

Financial Statements (May and June 2024)

E. Buchberger reported that everything remains consistent with prior months. Restricted assets continue declining due to funding of the BPR Construction Project. In May, Del-Hart paid \$548,323.85 to C.D. Smith Construction, and in July the engineering contract of \$465,000 will be paid in full. The fair value adjustments for May and June were positive compared to the large negative adjustment made in April 2024. The month of June ended with a \$217,000 net income, and Del-Hart received \$25,000 of other income from Focus on Energy. Year-to-date, there are 23 new connections totaling \$119,198 which is over the budgeted number of 18 new connections. This number does not reflect connection charges for the new Kwik Trip which will be opening in September 2024.

Motion (Lamerand/Pfeiffer) to accept the financial statements for May and June 2024 as presented. Carried (8-0).

Approve Expenses and Transfers (May and June 2024)

Motion (Lamerand/Pfeiffer) to approve the expenses and transfers for May 2024. Carried (8-0).

Motion (Maples/Wallschlager) to approve the expenses and transfers for June 2024. Carried (8-0).

Next Commission Meeting and Agenda Items

Cyber security discussion and proposed action/safeguards
Internal Controls

Adjourn Commission Meeting

Motion (Maples/Pfeiffer) to adjourn at 5:51 P.M. Carried (8-0).

Correspondence

NONE

Respectfully submitted by:

Ericka Buchberger
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