

Delafield-Hartland Water Pollution Control Commission

**Meeting Agenda for Tuesday, September 17, 2024
5:30 PM**

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

Call to Order

Roll Call of Commissioners

All items on the agenda are subject to action by the Commission except where otherwise noted:

Announcement of Closed Session

There will be a Closed Session following the General Managers Report.

Approve Minutes of the July 16, 2024 Commission Meeting

Commission Matters

Cyber security discussion and proposed action/safeguards
Internal Controls

General Managers Report

- Biological Phosphorus Removal (BPR) Project Update
 - Final Completion has been approved
 - Working on final punch list items & plant optimization
- Pump Station #5
 - Permanent Backup Generator is online effective August 22, 2024
- 2025 Capital Projects
 - 2025-2029, 5-year capital plan
- Future Staffing Discussion
 - George Hoelzl has expressed interest in keeping the role of Lab Technician which he has assumed since the retirement of the previous Lab Tech
 - Courtney Andrews has stated his intention of retiring in the summer of 2025
 - Request permission to advertise for a Wastewater Operator with the intention of a late 2024 or early 2025 start date after the interview/hiring process

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. (One year performance/evaluation review for the General Manager). Following the Closed Session, the Commission

will then reconvene into Open Session (pursuant to Wisconsin Statutes section 19.85(2)) to take any action if necessary, regarding the foregoing matters and to continue with the remaining agenda items.

Open Session (Action/Discussion, if any, from Closed Session):

One Year Performance /Evaluation Review for the General Manager

Finance Director/Treasurers Report

- Review Financial Statements (July and August 2024)
- Approve Expenses and Transfers (July and August 2024)
- 2025 Budget Presentation for Discussion
 - User Fee Rate Increase of \$1.00 Effective January 1, 2025
 - Final Budget to be Approved at the November Meeting
- Initial & Final Notices Update

Agenda Items for the Next Commission Meeting – (No Discussion of Requested Items)

Adjourn Commission Meeting

Correspondence

Persons requiring special assistance or accommodations should contact Ericka Buchberger, Finance Director/Treasurer within a reasonable amount of time prior to the meeting via phone at 262-646-4364, Extension 1 or via email at ebuchberger@delhartwpcc.com .

Notice is hereby given that a majority of the City Common Council, Village Board or any other board, commission or committee may be present at the meeting of the Delafield-Hartland Commission scheduled the third Tuesday of each odd-numbered month to manage and control the sewerage treatment facility and interceptors owned jointly by the City of Delafield and the Village of Hartland. This constitutes a meeting of the City Common Council, Village Board or any other board, commission or committee pursuant to State ex rel. Badke v. Greendale Village Bd., 173 Wis. 2d 553, 494 2d 408 (1993), and must be noticed as such, although said common councils, boards, commissions or committees will not take any formal action on the behalf of their municipal entities at this meeting.