

Delafield-Hartland Water Pollution Control Commission

Meeting Minutes for Tuesday, September 17, 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
Erv Sadowski, Citizen Member, Secretary
Kevin Maples, Citizen Member
Mark Schaefer, Alderman
Paul McAllister, Alternate
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 July 16, 2024 Commission Meeting

Motion (Maple/Sadowski) to approve the Commission Meeting minutes of July 16, 2024. Carried (8-0)

Commission Matters

There was a discussion regarding cyber security which focused primarily on the SCADA system. Del-Hart's GM explained that the system is not open to or tied to the internet and it is password protected. We are waiting for some follow-up from an outside source and will continue to utilize Paul McAllister when necessary; however, R. Minnema is comfortable with the security currently in place.

Linda Hallquist researched the internal control issue that was discussed due to Del-Hart's rating (which remains consistent with prior years for entities with few staff members) from our annual financial audit. Realistically, there are never enough internal controls when you have an administrative staff of two; however, the commissioners are aware of this and play a crucial role in this area. In conclusion, it is Linda's recommendation that obtaining a "less undesirable rating" requires too much paperwork for a two-person office and we should continue with the processes and procedures already in place.

General Manager's Report

Biological Phosphorus Removal (BPR) Project Update

General Manager, Rob Minnema, stated that the project's final completion date of July 31, 2024 has been met, and all components are operating. There are punch list items remaining, but nothing critical to operation. R. Minnema is working on the project close out and final invoicing. There was a short discussion on the disposal of any unused (leftover) chemicals due to the BPR Project completion.

Pump Station #5

The permanent backup generator at pump station #5 is online effective August 22, 2024. It is a very quiet unit, we will be completing some landscaping around it, and it is ready to do its job when/if a power outage occurs.

2025 Capital Projects

Rob Minnema presented the 2025 budget to the Commissioners for discussion; however, it will not be up for approval until the November 19, 2024 Commission Meeting. This allows the commissioners adequate time to review the budget for questions or comments. The total capital expenditure amount proposed is \$1,175,000. The GM went line by line through the capital budget, explaining any item that was not self-explanatory. The \$50,000 line item for lawn & garden covers the replacement of a 15-20 year old Kubota tractor that is on its last leg, and the addition of a utility vehicle. There were no questions at this point, but the commissioners are encouraged to contact Rob or Ericka before or at the next meeting.

Future Staffing Discussion

R. Minnema led a detailed discussion regarding current staff positions and future staffing needs. George Hoelzl is assuming the role of the retired lab technician on a permanent basis. He spends approximately 5-6 hours a day on lab responsibilities and the remaining 2-3 hours per day helping the other operators. At this time, Del-Hart is at its ideal staff capacity (no more duplication of positions). With the retirement of another operator approaching (summer of 2025), the GM is requesting permission to advertise for a new wastewater operator with a start date of late 2024 or early 2025.

Motion (Lamerand/Pfeiffer) to give authorization to advertise for a wastewater operator with the intention of a late 2024 or early 2025 start date. Carried (8-0).

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 remaining agenda items.

Motion (Maples/Wallschlager) to convene into closed session pursuant to Wisconsin State Statutes §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). Roll call vote taken: All ayes. Motion carried. Closed session was entered into at 5:51 PM.

Open Session

Motion (Lamerand/Maples) to reconvene into open session. Roll call vote taken: All ayes. Motion carried. Open session was entered into at 6:15 PM.

Action/Discussion, if any, from Closed Session:

No action

Delafield-Hartland WPCC
Commission Meeting Minutes for 09/17/2024
Page 3 of 4

Finance Director/Treasurers Report

Review Financial Statements (July and August 2024)

For the first time since November 2022, Delafield-Hartland WPCC no longer has duplicated administrative salary/benefits expenses because we no longer have overlap in either of the two positions. August 2024 ended with net income of \$177 thousand, the fair value adjustment was an increase of \$124 thousand, and there was a positive budget to actual variance of \$190 thousand with a YTD positive budget to actual variance of \$432 thousand. D. Lamerand asked a question regarding insurance expense which was addressed, but other than that there were no additional questions. As always, the Commissioners are encouraged to contact the FD/T if any questions do come up.

Approve Expenses and Transfers (July and August 2024)

**Motion (Pfeiffer/Wallschlager) to approve the expenses and transfers for July 2024.
Carried (8-0).**

**Motion (Pfeiffer/Maples) to approve the expenses and transfers for August 2024.
Carried (8-0).**

2025 Budget Presentation for Discussion

The 2025 operating budget was presented to the Commission for review with approval of it at the November 19, 2024 Commission Meeting. The 2025 revenue budget includes connection charges and user fees based on the actual number of new connections per the respective municipality. In the past, Del-Hart has budgeted for ½ of the number of expected new connections which resulted in a more conservative estimate. Also, user fees will increase from \$19.50 to \$20.50 effective January 1, 2025. Another minor change to the 2025 budget relates to account 8210 (O&M – General Supplies). Up to this point, account 8210 has been a “catch all” account capturing a wide range of expenses from cleaning supplies to parts and repair costs for equipment. Beginning in 2025, we will split that account into two separate accounts. One account will be titled Plant Supplies/Maintenance which will record cleaning supplies, paper towel, etc.; while, the second account will consist of parts and repair costs of equipment. The second account will be titled Equipment Supplies/Maintenance. The 2025 budget shows a decrease in wages expense due to Del-Hart employing its standard number of staff (no duplication of administrative staff to inflate wages/benefits expenses). For the budget year 2025, we have a separate budget line for engineering expense instead of it being capitalized as in the past. Per a conversation with our auditors, expensing engineering costs is completely acceptable and correct. Another budget highlight has to do with increased natural gas expenses. In the past, DHWPCC did not heat any of its buildings (except the main one), but R. Minnema believes there are definite benefits to heating them, so we are going to heat them going forward. This should decrease any deterioration that occurs due to moisture and lack of heat. Additional expense will also occur due to using more natural gas for the methane burner for the pilot. There were no questions at this time, but the Commissioners are encouraged to contact Rob or Ericka if any questions arise.

Initial & Final Notices Update

All notices (initial and final) went out on August 19, 2024 via certified mail. The deadline date was August 31, 2024; however, to avoid any issues, we felt it was better to get them out by mid August. There was a total of seventeen initial notices sent along with several final notices that accounted for 28.75 additional DUEs being charged for. There was substantial communication between the GM and FD/T and some of the entities that received the notices (initial or final) which was beneficial to both parties.

Delafield-Hartland WPCC
Commission Meeting Minutes for 09/17/2024
Page 4 of 4

Next Commission Meeting and Agenda Items

Adjourn Commission Meeting

Motion (Maples/Pfeiffer) to adjourn at 6:35 P.M. Carried (8-0).

Correspondence

NONE

Respectfully submitted by:

Ericka Buchberger
Finance Director/Treasurer
ebuchberger@delhartwpcc.com
Phone: 262-646-4364, Ext. 1