

Delafield-Hartland Water Pollution Control Commission

Meeting Minutes for Tuesday, November 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, Mayor, Chairman
Erv Sadowski, Citizen Member, Secretary
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 - excused

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

Approve Minutes of September 17, 2024 Commission Meeting

Motion (Sadowski/Maples) to approve the Commission Meeting minutes of September 17, 2024. Carried (7-0)

Commission Matters

After a lengthy discussion regarding alternate commission members meeting status/pay policy, the decision was made to compensate ALL commission members attending a Commission Meeting. It's important for the commissioners, as well as the alternates, to keep pace with what's going on with the plant, and the most effective way to do that is to attend the meetings and get compensated for their time and participation. However, an alternate's vote will only be counted if his/her vote is needed for a quorum or counts toward the respective municipality's maximum # of commissioners which is four.

Motion (Pfeiffer/Wallschlager) to compensate all members and alternates that are at meetings and participating. Carried (7-0).

Finance Director/Treasurers Report

Biological Phosphorus Removal (BPR) Project Update

The BPR Project is complete with the final payment of \$763 thousand going out on November 13, 2024. Final numbers have been reviewed by the General Manager, Rob Minnema, and the project was completed \$100 thousand under budget.

Review/Approval of the 2025 Operating Budget

The 2025 operating budget was presented to the Commission at the September 17, 2024 meeting. It is now being presented for approval. There were minimal changes to the budget since it was presented in September except for depreciation which was increased by \$189 thousand due to the completion of the Biological Phosphorus Removal Project. There was a quick recap of some of the items which included energy costs, chemical costs, and admin costs pertaining to insurance.

Motion (Lamerand/Maples) to adopt the 2025 Operating Budget as presented. Carried (7-0).

Review/Approval of the 2025 Capital Budget

The 2025 capital budget was presented to the Commission at the September 17, 2024 meeting. It is now being presented for approval. There was a significant change of \$100 thousand to the equipment category due to the carryover of projects that were not completed in 2024, but will be in 2025. Projects included in the carryover are the Pump Station 2 valve, and Del-Hart is waiting on the arrival of parts for Pump Station 1 and Pump Station 3.

Motion (Lamerand/Maples) to adopt the 2025 Operating Budget as presented. Carried (7-0).

Resolution No. 111924: 2025 Schedule of Fees

E. Buchberger stated that there were several changes going into 2025. The hauler administrative charge increased from \$28.50 to \$35.00 while still remaining very competitive because it is a daily charge verses a "per truck" charge that other facilities charge. There was a slight increase of \$20.00 for the Hauler's Annual Application Filing Fee, and the connection fee increased from \$5,431.00 to \$5,512.00. The construction cost index is used to calculate any increase in the connection fee.

Motion (Pfeiffer/Wallschlagler) to adopt Resolution No. 111924 Re: 2025 Schedule of Fees. Carried (7-0).

Review Financial Statements (September and October 2024)

October 2024 closed with a net loss of \$147 thousand after recording a decrease in FV of restricted assets in the amount of \$287 thousand. Revenues were up, expenses were down, restricted income is down (but right around where we anticipated it would be after the BPR project), and finally, connection charges are up.

There was a discussion around the topic of "not running in the red" every year since DHWPCC implemented the increased user fees. Due to the user fee increases, Del-Hart should be in the black as far as the operations budget goes; however, we have to be mindful of the fact that we're sitting on a huge liability that is depreciating every year at an alarming rate that we need to keep investing in. Moving forward, DHWPCC could be looking at \$1 million plus of 20-25 year old equipment/issues in the plant, that aren't going to go away, and need to be addressed annually which will quickly deplete our restricted assets. R. Minnema said he did not anticipate any large (\$5 - \$10 million) projects in the near future unless something regulatory came up. If our restricted assets keep dwindling and connection charges aren't keeping up, there could be some cash flow problems pertaining to the capital budget.

The Commissioners are encouraged to contact the FD/T if any questions come up.

Approve Expenses and Transfers (September and October 2024)

Motion (Sadowski/Pfeiffer) to approve the expenses and transfers for September 2024. Carried (7-0).

Motion (Sadowski/Pfeiffer) to approve the expenses and transfers for October 2024. Carried (7-0).

General Manager's Report

Wastewater Operator Position Update

General Manager, Rob Minnema, stated that he received eight applications for the wastewater operator position. He is looking for someone with a wastewater background or a mechanical background. Rob brought three of the applicants in for an initial interview (individually), and plans

on bringing two back for a second interview. His plan is to present the selected candidate at the January 21, 2024 Commission Meeting for approval, and have the new hire commence employment on February 5, 2025.

Influent Screens, 2025 Project

R. Minnema received six bids from qualified vendors for this project. He is excited because the SAVECO FSM from Peterson and Matz, Inc. came in as the low bid, and that's the one he originally wanted to purchase anyway. The SAVECO FSM is one of the top screens out, and Rob's experience with this model has shown that it works well. If this bid is approved by the Commission, this project will come in under budget by approximately \$150 thousand. There won't be any cash going out until drawings have been submitted and approved which will not happen until January 2025. The GM briefly explained the process, and then stated that the low bid model also came with a five year warranty (longer than most others) which is a bonus.

Motion (Pfeiffer/Maples) to approve the bid in the amount of \$287,971 from Peterson and Matz, Inc, for the SAVECO FSM. Carried (7-0).

Next Commission Meeting and Agenda Items

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 the Wastewater Operations Employees, 2) Compensation for the Finance Director/Treasurer, 3) Compensation for the General Manager. Following the Closed Session, the Commission will then reconvene into Open Session to take any action if necessary, regarding the foregoing matters and to continue with the remaining agenda items.

Motion (Lamerand/Pfeiffer) 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 the Wastewater Operations Employees, 2) Compensation for the Finance Director/Treasurer, 3) Compensation for the General Manager. Roll call vote taken: All ayes. Motion carried. Closed session was entered into at 6:20 PM.

Open Session

Motion (Lamerand/Wallschlager) to reconvene into open session. Roll call vote taken: All ayes. Motion carried. Open session was entered into at 6:30 PM.

Action/Discussion, if any, from Closed Session

Motion (Pfeiffer/Sadowski) to increase the compensation for all Wastewater Operations Employees, Finance Director/Treasurer, and General Manager by 3.75% effective January 1, 2025. Carried (7-0)

Adjourn Commission Meeting

Motion (Lamerand/Wallschlager) to adjourn at 6:33 P.M. Carried (7-0).

Respectfully submitted by:

Ericka Buchberger
Finance Director/Treasurer
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