

Delafield-Hartland Water Pollution Control Commission

Meeting Minutes for Tuesday, March 18, 2025 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
Paul McAllister, Alternate

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

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

Approve Minutes of January 21, 2025 Commission Meeting

**Motion (Sadowski/Schaefer) to approve the Commission Meeting minutes of January 21, 2025.
Carried (7-0)**

Commission Matters

Finance Director/Treasurers Report

Review Financial Statements (January and February 2025)

February 2025 closed with a year-to-date net income of \$530 thousand after recording a year-to-date increase in FV of restricted assets in the amount of \$314 thousand. At this point, connection charges collected of \$86 thousand are over budget, investment income is over budget by \$22 thousand, and general revenue items (user and hauler fees) are under budget by \$18 thousand. The main focus of the financial statement discussion was the fact that Del-Hart has made tremendous strides towards operating at a break-even in 2025. The current year operating loss of \$30 thousand has decreased by greater than 50% when compared to the respective 2024 operating loss of \$92 thousand. Based on this observation, Del-Hart will monitor whether or not the planned \$1.00 user fee increase scheduled for January 1, 2026 will be implemented or pushed out to a later date. The Commissioners are encouraged to contact the FD/T if any questions come up.

Approve Expenses and Transfers (January and February 2025)

**Motion (Sadowski/Lamerand) to approve the expenses and transfers for January 2025.
Carried (7-0).**

**Motion (Sadowski/Lamerand) to approve the expenses and transfers for February 2025.
Carried (7-0).**

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Update on 2024 Audit

E. Buchberger stated that the audit with Baker Tilly for 2024 is wrapping up and went very smoothly. The audited financial statements will be presented to the Commissioners at the May 20, 2025 Commission Meeting.

General Manager's Report

Approve Village of Hartland Progress Drive Sanitary Sewer Relay Project

General Manager, Rob Minnema, states that due to Hartland's anticipated future development the sewer lines along Progress Drive and Industrial Drive will eventually be over capacity, so they are making improvements. The improvements will affect approximately 4,600 feet going down Industrial Drive and Progress Drive and include replacing 8" pipes with 12" pipes. Del-Hart does not have concerns regarding this project, their approval is just part of the normal procedure.

Motion (Hallquist/Maples) to approve the Hartland Progress Drive Sanitary Sewer Relay Project. Carried (7-0).

Approve updated Medline Industrial Wastewater Discharge Agreement

R. Minnema gave an overview of the updated five-year agreement. The agreement is effective immediately through December 31, 2029, and includes some fee increases (last increases were done in 2011), and a new chloride limit which increases from 400 to 500. This agreement can be opened and changed at any time if it is evident that the discharge flow is continually over the agreement limits.

Motion (Wallschlager/Maples) to approve the Medline Industrial Wastewater Discharge Agreement. Carried (7-0).

Review and Approve the Capital Budget Report

R. Minnema gave a general overview of the capital projects going on and noted that additions have been coming in at budget. The digester is in good condition again after the extensive work that needed to be done to get it up and running. There was a short discussion regarding communication to the public regarding what is and is not flushable to help prevent future issues like the very expensive one Del-Hart just resolved. The GM is going to submit an article in Delafield's Communicator, and he'll talk to the other municipalities and see if they can include information in their billings or some other means. Rob Minnema also asked to have \$55,000 received from the sale of a 2004 New Holland tractor added to the 2025 capital contingency budget.

Motion (Maples/Sadowski) to modify the capital budget to include the \$55,000 from the sale of the New Holland tractor. Carried (7-0).

Next Commission Meeting and Agenda Items

Adjourn Commission Meeting

Motion (Sadowski/Maples) to adjourn at 6:04 P.M. Carried (7-0).

Respectfully submitted by:
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Finance Director/Treasurer
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