

Delafield-Hartland Water Pollution Control Commission

Meeting Minutes for Tuesday, May 20, 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 March 18, 2025 Commission Meeting

**Motion (Schaefer/Maples) to approve the Commission Meeting minutes of March 18, 2025.
Carried (7-0)**

Commission Matters

Finance Director/Treasurers Report

2024 Delafield-Hartland Water Pollution Control Commission Audit Report (Communication Report to Commissioners and Financial Statements)

Ryan Theiler, CPA, Manager and Jodi Dobson, CPA, Principal of Baker Tilly US, LLP were present via Teams to provide input on their audit report for the Commissioners. Ryan stated that the 2024 audit went smoothly and the financial statements received an unmodified or clean opinion which is the highest level of assurance that they can provide. It indicates that this report is a fair presentation in all material respects of the financial position and results of operation at year-end. As in past years, the adjustment related to Wisconsin Retirement System (GASB 68) was recorded along with an additional adjustment related to Compensated Absences (GASB 101).

The internal controls portion of the audit is completed to communicate any items that come to the auditor's attention that could potentially result in misstatements in the financial statements. One internal control deficiency that is consistently communicated to DHWPCC is the lack of segregation of duties. This is common for many governmental organizations due to the size of the organization and staff. Reporting this year after year is required, but more importantly it establishes the importance of the Commissioner's role when approving transactions or seeing monthly statements (acts as an extra set of eyes which support checks and balances for internal controls). Jodi Dobson

communicated that Del-Hart's governing body is highly involved and on top of things, and management keeps them very well informed.

The auditors did suggest the possibility of a user rate increase; however, after further discussion, Jodi Dobson said since we're only seeing the impact of our 07/01/2024 \$3.00 rate increase for six months of the year, we need to see if our increase provides revenues closer to where our operating costs are after a full year. Del-Hart will continue looking ahead to determine whether the future \$1.00 user rate increase effective 01/01/2026 will be necessary or if income from new developments will offset expenses enough to forego this increase.

Additional financial statement highlights that R. Theiler discussed were the unrestricted funds on hand, and days cash on hand. As far as these metrics go, R. Theiler stated Delafield-Hartland WPCC has ample cash to fund any unforeseen expenditures and is in a good position. Del-Hart became debt free in 2023 and remained debt free in 2024. It is quite unusual for a utility to be debt free, but this fact obviously carries great benefit.

If anyone has additional questions for Ryan Theiler or Jodi Dobson, they are directed to email E. Buchberger and she will then contact the auditors.

Review Financial Statements (March and April 2025)

The April 2025 financial statements show that DHWPCC is heading in the right direction when reviewing operating income/loss. April 2025 closed with a month-to-date operating loss of \$22 thousand versus April 2024 which closed with a month-to-date operating loss of \$71 thousand. Del-Hart's year-to-date loss is \$71 thousand compared to the year-to-date loss last year at the same time of \$237 thousand. The Commission is seeing the rate increases from 07/01/24 and 01/01/25 working and doing what they're supposed to do.

There was also a discussion that ensued regarding the revenue that new developments will be bringing in in 2025. There is a 268 unit Hartland residential project that will start generating revenue for DHWPCC without increasing expenses significantly. Any revenue generated from new projects will influence whether or not future user rate increases will be necessary and put into place. Dave Lamerand reminded the Commission that as capital assets at the facility are being used up and written off, Del-Hart is putting money aside (via the Equipment and Building Replacement Account) for their replacement.

Hauler fees are slightly below budget by \$1,600.00 but still remain in line with last year's actuals. The 2025 budget for hauler fees increased by \$14 thousand from the prior year's amount of \$186,000.

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

Approve Expenses and Transfers (March and April 2025)

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

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

Election of Commission Officers

Motion (Lamerand/Wallschlager) to nominate T. Aicher for Chairman of the Delafield-Hartland Water Pollution Control Commission. Carried (7-0).

Motion (Aicher/Wallschlager) to nominate D. Lamerand for Vice-Chair of the Delafield-Hartland Water Pollution Control Commission. Carried (7-0).

Motion (Lamerand/Maples) to nominate E. Sadowski for Secretary of the Delafield-Hartland Water Pollution Control Commission. Carried (7-0).

General Manager's Report

General discussion, Residential DUEs

Due to a call from a Delafield resident, Rob Minnema initiated a brief discussion regarding the fact that all residential houses, regardless of square footage, are billed for one DUE. This point is understood by all; however, the consensus is that this is the most efficient and easily implemented method of billing and has been in place for years. To meter every house would be expensive and a big job to implement.

Resolution No. 052025 Re: Compliance Maintenance Annual Report (CMAR) for 2024)

The Compliance Maintenance Annual Report (CMAR) is a report through the DNR that evaluates how Del-Hart does all year long as far as meeting control limits and parameters in it's permit, and is then given a report card. As in the past, DHWPCC received all "A" ratings. The treatment facility is well within its design parameters of 3.23 million gallons/day. Our plant does an amazing job with BOD (strength of waste coming in), and as in the past received a grade of an A. Another interesting fact is that the water that Del-Hart discharges is cleaner than the river we're discharging to.

Draft Resolution 052025 Re: Compliance Maintenance Annual Report (CMAR) for 2024 was read into the record at this time.

**Motion (Schaefer/Wallschlager) to approve Resolution No. 052025
Re: Compliance Maintenance Annual Report (CMAR) for 2024 as presented.
Carried (7-0).**

Wastewater Facility projects/operations update

R. Minnema mentioned that Del-Hart is running a pilot for different alternatives for sludge dewatering. Our current sludge dewatering equipment is about 22 years old, so a decision has to be made to determine which technology to go with since there are better options available now compared to 20+ years ago. This purchase will be a possible 2026 capital project.

DHWPCC is still utilizing only one digester. In the next couple of weeks, we'll be transferring sludge over to the digester that was cleaned out, and it should be back to normal operation in about one month. When this digester is fully back up and running, the other digester will be taken down to make sure we don't have a bunch of debris in there to cause the same issue we just resolved on the other digester. In conclusion, both digesters will be clean, back on-line and back to normal operation by mid summer. An unfortunate fact is that we've seen no reduction in the destructive items such as

flushable wipes etc.; however, a macerator (a chopper) has been installed which will significantly reduce the probability of the same costly issue from happening again. Del-Hart is going to continue educating the public about what is flushable and what is not via articles, flyers in the municipal billings, and Del-Hart's website.

Next Commission Meeting and Agenda Items

Adjourn Commission Meeting

Motion (Sadowski/Hallquist) to adjourn at 6:27 P.M. Carried (7-0).

Respectfully submitted by:

Ericka Buchberger
Finance Director/Treasurer
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