

Delafield-Hartland Water Pollution Control Commission

Meeting Minutes for Tuesday, September 16, 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

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 July 15, 2025 Commission Meeting

Motion (Sadowski/Wallschlager) to approve the Commission Meeting minutes of July 15, 2025. Carried (7-0)

Commission Matters

Finance Director/Treasurers Report

Review Financial Statements (July and August 2025)

There were no questions or comments regarding the July 2025 financial statements that were emailed to the Commissioners prior to the meeting. The August 2025 financial statements show that DHWPCC is continuing to head in the right direction when evaluating operating income/loss. August 2025 closed with a month-to-date operating loss of \$48 thousand compared to August 2024 which closed with a month-to-date operating loss of \$79 thousand. Del-Hart's year-to-date loss is \$148.6 thousand compared to the year-to-date loss last year at the same time of \$449.1 thousand. These numbers continue to support how our rate increase was effective and doing what it was put in place to do which is to reduce Del-Hart's operating loss. Connection charges collected are at \$179 thousand for the month of August 2025, and are at \$585.2 thousand year-to-date. Hauler revenues year-to-date are showing \$156.6 thousand compared to year-to-date last year of \$129.4 thousand. Del-Hart's cash accounts (restricted and unrestricted) totaling approximately \$11 million keep the Commission on solid financial ground.

A short discussion ensued regarding DUEs, and how and when they are calculated and paid to DHWPCC.

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

Approve Expenses and Transfers (July and August 2025)

A question was asked regarding the amount paid to Municipal Property Insurance Company in the amount of \$47,959.00. The specific question was whether or not the amount paid was an annual amount, and the answer is yes, it is an annual amount. There were no other questions.

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

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

Initial and Final Notices sent

Initial and Final Notices were compiled and sent out on August 25, 2025. The initial notices inform property owners about increased water consumption, and let them know they may be facing additional DUE charges the next year if their consumption numbers remain high. The final notice letter advises the property owners that their consumption numbers remained high from the prior year, and includes an invoice that requires payment to be made within 60 days.

Hartland had final notices go out for 7.75 DUEs, and initial notices for 22.25 DUEs. Delafield had final notices go out for 12 DUEs, and initial notices for 46.75 DUEs. The municipalities are included on all of the notices because the property owners pay the respective municipality directly.

2026 Budget Presentation for discussion only

The 2026 operating budget was presented at the meeting; however, the Commissioners have until the November 18, 2025 meeting to review it and ask questions. The budget will then be approved at the November meeting. The main focus of the 2026 budget is whether to include an additional \$1.00 user rate increase effective 01/01/2026, or leave it at the current rate of \$20.50. If the rate is left at the current rate of \$20.50, Del-Hart will show little profit or loss, so the question comes down to, does Del-Hart need to put money aside to plan for the future or unanticipated large expenses or mandated improvements. A discussion went on supporting both scenarios, but a final decision was not made.

Another area of discussion regarding the budget was wages. The 2026 budget for wages does include an increase for the staff; even though, it is reporting an annual wages budget amount that is less than prior years. The 2026 budget for wages/benefits is decreased due to having normal staffing levels for the first time in three years. Staffing had been overlapped for 2023-2025 with new hires replacing retiring employees and the training time allocated for the transition.

There were no further questions or topics of discussion regarding the 2026 budget at this time.

General Manager's Report

2025 Capital Budget Update & Review for approval

General Manager, Rob Minnema led a brief recap and discussion regarding the \$300,000 boiler which is a 2025 budget item. However, due to the delivery date of the boiler falling into early 2026, the Commission had asked at the July 15, 2025 Commission Meeting to defer the cost to the 2026 Equipment CapEx budget. Rob

supplied an updated, detailed schedule showing prior capital budget revisions along with the deferral of the \$300,000 boiler cost to 2026.

Motion (Lamerand/Maples) to approve the updated 2025 Equipment CapEx statement, provided by R. Minnema, deferring the \$300,000 boiler expense to the 2026 Equipment CapEx budget. Carried (7-0)

2026 Capital Budget Update & Review for discussion only

The 2026 capital budget was presented at the meeting; however, the Commissioners have until the November 18, 2025 meeting to review it and ask questions. The budget will then be approved at the November meeting. The total proposed 2026 capital budget is \$1.4 million. The building and structures portion of the budget is \$160 thousand, and includes items such as painting projects, asphalt/concrete repair, and a contingency in the amount of \$30 thousand. The remaining budget amount of \$1.24 million will be used for equipment purchases such as the boiler upgrade, new sludge dewatering equipment, pump station work, etc. Rob described each budget item and answered a question from one of the Commissioners.

Rob M. also presented possible capital asset purchases for 2027 through 2030, pointing out that some of them carry a high price tag.

Hauler Rates, Update & Review for approval

Rob M. presented the Commissioners with a schedule of monthly hauler charges comparing Del-Hart to the Oconomowoc facility. The schedule clearly showed that Del-Hart's hauler fees were substantially below Oconomowoc's fees, and could be increased without argument. Effective 01/01/2026, the following increases will take effect: failed septic charges will increase from \$20 to \$30 per 1,000 gallons; septic tank will increase from \$50 to \$60 per 1,000 gallons; and finally, the admin fee charged will change from \$35 per day to \$10 per truck. The holding tank charge will remain the same at \$10 per 1,000 gallons.

Motion (Hallquist/Maples) to approve the proposed rates including an admin charge per truck and other rate increases effective 01/01/2026. Carried (7-0)

Next Commission Meeting and Agenda Items
Approval of 2026 Operating and Capital Budgets

Adjourn Commission Meeting

Motion (Sadowski/Maples) to adjourn at 6:15 P.M. Carried (7-0).

Respectfully submitted by:

Ericka Buchberger
Finance Director/Treasurer
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