

# Delafield-Hartland Water Pollution Control Commission

## Meeting Minutes for Tuesday, March 17, 2026 5:30 PM

Commission Conference Room, Treatment Plant, 416 Butler Drive, Delafield, WI 53018

Call to Order: The meeting was called to order at 5:31 P.M.

### Roll Call of Commissioners:

City of Delafield: Tim Aicher, Mayor, Chairman  
Erv Sadowski, Citizen Member, Secretary  
Kevin Maples, Citizen Member - excused  
Mark Schaefer, Alderman  
Paul McAllister, Alternate  
John Seymour, Alternate - excused

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

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

### Approve Minutes of January 20, 2026 Commission Meeting

**Motion (McAllister/Sadowski) to approve the Commission Meeting minutes of January 20, 2026.  
Carried (6-0)**

### Commission Matters

#### Finance Director/Treasurers Report

#### Review Financial Statements (January and February 2026)

February 2026 closed with an operating loss of \$29 thousand. The budgeted operating income/loss for February was a loss of \$39 thousand, so we're showing a positive variance of approximately \$10 thousand. An increase in fair value of investments of \$290 thousand was reported for the month. In the month of February, Del-Hart collected \$277 thousand in connection charges verses \$48.5 thousand collected in February 2025. We ended the month with a \$582 thousand net income compared to the budgeted monthly net income of \$60.5 thousand. Restricted assets are reported at \$11.2 million compared to \$10.3 million last year. Consistent with most months, Del-Hart does not have any outstanding accounts payable balance because all bills are paid in a very timely manner.

A discussion ensued regarding Del-Hart's bond investments and interest rates. The FD/T was in contact with Del-Hart's Baird advisor and shared the information from her conversation with him with the Commission. After the discussion, E. Buchberger asked if the Commissioners would like Tony Consiglio from Baird to attend a meeting to discuss how our investments work and what our limitations are based on the type of entity we are. There was great interest in having him come in, so E. Buchberger is going to reach out to Tony and arrange the meeting.

There was also a discussion regarding DUEs and where we stand with the 120 DUE adjustment with the City of Delafield. The FD/T continues to work with the City of Delafield on a monthly sign-off of any additions, reductions, or other adjustments. A question was asked about a line item on the financial statements labeled "deferred inflows." E. Buchberger is going to have the auditors explain this line item because it is the result of the GASB 68 adjusting journal entry which is prepared by the auditors.

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

Approve Expenses and Transfers (January and February 2026)

**Motion (Schaefer/Sadowski) to approve the expenses and transfers for January 2026. Carried (6-0).**

**Motion (Schaefer/Sadowski) to approve the expenses and transfers for February 2026. Carried (6-0).**

Update on 2025 Audit

The 2025 audit will be presented at the Commissions May 2026 meeting via Teams. In the FD/T's opinion, the audit went well and she is expecting no significant adjustments, changes, or year-end journal entries.

General Manager's Report

2026 Capital Budget Review

General Manager, Rob Minnema, gave a brief summary of the 2026 capital budget. There's not a whole lot going on with the building capital budget; however, some equipment budget updates are as follows: The boiler was delivered in January and the invoice was approximately \$250 thousand, the sludge dewater project is still in the process of having submittals approved, and there have been new inlet valves and pumps installed at some of the pump stations. Additionally, the wheel loader was delivered in February and is working well, the UV system parts were ordered and delivered, and a sump pump failed in the sludge building and the cost of it is being covered out of the capital contingency funds. Rob Minnema is not anticipating any hiccups like we had last year with the digester, and we seem to be on track so far this year.

Review and Approve of the Primary Clarifier Painting Project Bids

General Manager, R. Minnema is asking for approval on the primary clarifier painting project. Five bids were sent out and four came back. There was a very wide range in the amount of the bids. Rob Minnema is asking for approval of the \$120 thousand bid that came in from Seven Brothers Painting, Inc.

**Motion (Sadowski/Wallschlager) to approve the bid from Seven Brothers Painting, Inc. for the primary clarifier painting project. Carried (6-0).**

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) consider compensation of a public employee regarding educational reimbursement. 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 (Sadowski/Wallschlager) 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) consider compensation of a public employee regarding educational reimbursement. Roll call vote taken: All ayes. Motion carried. Closed session was entered into at 5:55 PM.**

Open Session

**Motion (Hallquist/Sadowski) to reconvene into open session.  
Roll call vote taken: All ayes. Motion carried. Open session was entered into at 6:12 PM.**

Action/Discussion, if any, from Closed Session

No action from closed session.

Adjourn Commission Meeting

**Motion (Sadowski/Wallschlager) to adjourn at 6:13 P.M. Carried (6-0).**

Respectfully submitted by:

Ericka Buchberger  
Finance Director/Treasurer  
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