

Delafield-Hartland Water Pollution Control Commission

Meeting Minutes for Tuesday, January 18, 2022 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.

Welcome the New Commissioner
Susan Buchanan – City of Delafield

Roll Call of Commissioners:

City of Delafield: Tim Aicher, Alderman, Chairman
Susan Buchanan, Citizen Member
Erv Sadowski, Citizen Member, Secretary
Wayne Dehn, Alderman, Alternate

Village of Hartland: Donna Dorau, Trustee
Robyn Ludtke, Trustee (excused)
Michael Meyers, Trustee, Vice-Chair
Jeff Pfannerstill, Hartland President, Alternate

Also Present: Scott Luczak, General Manager
Rose Frick, Finance Director/Treasurer

Guest: Jim Keoppe, President, CLOCworks, Inc.

Chairman Aicher mentioned that Dave Greenway of Delafield has resigned from the Commission.

Approve Minutes of December 16, 2021 Commission Meeting

Motion (Dorau/Sadowski) to approve the Commission minutes of December 16, 2021. Carried (5-0). Pfannerstill abstained.

General Manager's Report

CLOCworks Case Study Agreement and Update on Study Results to Date

Jim Keoppe, President of CLOCworks, Inc., provided a presentation to Commissioners via Zoom regarding the case study undertaken by CLOCworks, Inc. that took place at the treatment plant starting March 2021. The case study analyzed electrical energy usage at the facility to determine where cost saving measures could be implemented for the best cost impact. Monthly reports were provided to the General Manager and there were no fees for participation the first year. J. Koeppe pointed out savings of about \$23,000 on the 2021 versus the 2020 electric bills. Most of the savings were achieved from using CLOCworks data to show demand peaks for power use at the treatment plant and then smoothing out these peak demands so that the energy demands would be more level and electric charges could be reduced.

W. Dehn recused himself from the discussion and exited the meeting.

S. Luczak requested a two-year case study agreement so the Commission would have three years of data at the end of the case study to determine how effective the cost saving measures had performed. The two-year agreement would cost \$450 per month and that rate would be locked in for the two-year period. Both parties could terminate the agreement at any time if continuation of the

study was no longer considered valuable. Discussion ensued and the Commissioners' questions were answered by J. Koeppe and S. Luczak.

J. Koeppe exited the meeting after the discussion.

Motion (Sadowski/ Dorau) to approve the CLOCworks Case Study Agreement for two years as presented. Carried (6-0).

Update on Biological Phosphorus Removal Construction Project

The engineering contract is now signed by all parties and the engineers have begun to work on the construction project facilities plan and design.

Finance Director/Treasurer's Report

Review of Investments Now Rated Below Initial Requirement of Top Two Highest Ratings

A review of the two investments now rated below the initial requirement of the top two highest ratings was given. The two investments had retained A+/A1 and A2 ratings along with par values over 104 and a total unrealized gain of \$1,132. For these reasons, the two bonds were worth keeping and would continue to be monitored closely along with the other investment bonds.

Update on 2021 Annual Audit and Financial Statements (December 2021)

The 2021 Annual Audit has been scheduled for mid-February this year. Financial statements and graphs showing the balance sheet, income statement and budget performance had been provided to Commissioners in advance of the meeting. Financial highlights were discussed and they indicated that the financial position of the Commission is very strong and stable. R. Frick explained the financial graphs and the breakdown of financial statement components. Their significance was reviewed with the Commissioners. The Commissioners appreciated the graphic representation provided with the financial statements and had no further questions. All were encouraged to contact R. Frick with any questions that they might have about the financial graphs or statements after the Commission meeting.

Approve Expenses and Transfers (December 2021)

Motion (Dorau/Sadowski) to approve the expenses and transfers for December 2021. Carried (5-0). Meyers abstained.

Next Commission Meeting and Agenda Items – No Discussion of Requested Items

1. Compensation for the Commissioners and Chairman for Commission meetings.

Adjourn Commission Meeting

Motion (Meyers/Dorau) to adjourn at 6:25 P.M. Carried (6-0).

Respectfully submitted by:

Rosemary Frick, CPA
Finance Director/Treasurer
Phone: 262-646-4364, Ext. 1
rose.delhart@centurytel.net