

Delafield-Hartland Water Pollution Control Commission

Meeting Minutes for Tuesday, January 17, 2023 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, Alderman, Chairman
Mitch Murn, Citizen Member
Erv Sadowski, Citizen Member, Secretary
Kevin Maples, Citizen Member

Village of Hartland: Donna Dorau, Citizen Member
Dave Lamerand, Citizen Member, Vice Chair
Adam Pfeiffer, Trustee
Ann Wallschlager, Trustee

Also Present: Scott Luczak, General Manager
Ericka Buchberger, Finance Director/Treasurer

Approve Minutes of November 29, 2022 Commission Meeting

Motion (Lamerand/Sadowski) to approve the Commission minutes of November 29, 2022. Carried (8-0).

Commission Matters

Review and Discussion of Enabling Ordinance and Amendments – An Ordinance to Create the “Delafield-Hartland Water Pollution Control Commission” and to Contractually Establish a Treatment Plant and Operation Thereof

A couple of the Commissioners made general comments regarding this ordinance; however, no further discussion ensued.

General Manager’s Report

Update on Biological Phosphorus Removal Construction Project

S. Luczak stated that the contract has been signed and the project will start the first part of March 2023 with a final completion date of April 2024. S. Luczak caught some issues with the contract that led to a credit in the amount of approximately \$40,000.00. There was no further discussion on this agenda item.

Discussion of Capital Projects for 2022 and 2023

S. Luczak requested that approximately \$180,000.00 of the 2022 capital project costs get pushed into the 2023 budget. This change is due to supply chain issues and not receiving necessary equipment that was ordered in 2022 and not due in until February or March of 2023. Specifically, the budget year change includes VFDs, the boiler, and rebuilding some primary clarifiers.

Motion (Sadowski/ Dorau) to approve the reallocation of 2022 capital project costs to 2023 due to supply chain issues. Carried (8-0).

Discussion Regarding WPCC Meeting Room Layout

The meeting room layout was discussed and it was decided that the layout would go back to the way it was prior to covid beginning with the March 2023 meeting.

Finance Director/Treasurer's Report

Resolution No. 011723 Re: Association Resolution (BMO Harris Credit Card Authorized Users

E. Buchberger led the discussion noting that this resolution is needed in order to authorize S. Luczak and E. Buchberger to use the Delafield-Hartland WPCC credit card and to remove R. Frick as an authorized user.

Motion (Pfeiffer/Wallschlager) to approve the changes (additions/removal) to the authorized credit card users. Carried (8-0)

Financial Statements (November and December 2022)

Financial statements had been provided to Commissioners in advance of the meeting and graphs showing the balance sheet, income statement and budget performance were distributed at the meeting. Financial highlights were discussed and they indicated that the financial position of the Commission remains secure and stable despite the challenges of the past year's security market. E. Buchberger explained that there are only 3 of the Commission's investments that are rated below the initial requirement of the top two highest ratings given. The Commissioners had a couple of questions regarding the low budget amount for connection charges, but S. Luczak addressed them and no further discussion ensued. All were encouraged to contact E. Buchberger with any questions that they might have about the financial graphs or statements after the Commission meeting.

Approve Expenses and Transfers (November and December 2022)

S. Luczak answered the only question asked which had to do with the large check written to Walter & Son Waste Hauling. This amount is partial payment for sludge hauling which is done once a year and has an annual budget amount of \$50,000.00.

Motion (Maples/Pfeiffer) to approve the expenses and transfers for November 2022. Carried (8-0).

Motion (Dorau/Wallschlager) to approve the expenses and transfers for December 2022. Carried (8-0).

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

Adjourn Commission Meeting

Motion (Sadowski/Dorau) to adjourn at 5:56 P.M. Carried (8-0).

Correspondence

None