

**Delafield-Hartland
Water Pollution Control Commission
Meeting Minutes for Tuesday, March 15, 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: Dave Lamerand – Village of Hartland

Roll Call of Commissioners:

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

Village of Hartland: Donna Dorau, Trustee (arrived 5:32 P.M.)
Dave Lamerand, Citizen Member
Robyn Ludtke, Trustee
Michael Meyers, Trustee, Vice-Chair

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

Approve Minutes of January 18, 2022 Commission Meeting

Motion (Meyers/Dehn) to approve the Commission meeting minutes of January 18, 2022. Carried (6-0). Lamerand abstained.

Other Issues

Compensation for Commissioners and Chairman

E. Sadowski asked the other Commissioners for their input on an increase to the Commissioner's pay per meeting since the Commission has not had an increase since 2013. He added that the increase in the pay per meeting might help to boost attendance at the Commission meetings. Discussion ensued. It was suggested that the Chairman's pay per meeting be increased to \$150.00 from \$100.00 and that the Commissioners' pay per meeting be increased to \$100.00 from \$80.00. D. Dorau asked if there was money in the budget to cover the increase. R. Frick answered that there was money in the administrative contingency to cover the increase in pay.

Motion (Sadowski/Dorau) to approve a \$50.00 increase to the Chairman's pay to \$150.00 per meeting and a \$20.00 increase to the Commissioners' pay to \$100.00 per meeting effective for the May 2022 meeting. Carried (6-0). Dehn voted nay.

General Manager's Report

Employee Resignation and Hiring of New Employees

S. Luczak informed the Commissioners that the Leadman resigned at the end of February. He stated that he wanted to hire two new people. It was mentioned that another person resigned last year in January and was not replaced so two people are needed now. With two more on staff, that will give him time to get them both fully trained. He added that in a few years, there will be probably be a person retiring and he might not have to replace them at that time. Discussion ensued and it was asked if there is someone right now that could act as leadman. S. Luczak stated that the lab technician used to be the leadman and he could step in as leadman if the need arises. Right now, there are several wastewater operator positions advertised in the area so there is competition for hiring new operators. It was asked if the Commission has competitive wages and

S. Luczak answered that we are definitely competitive. He added that one new person was hired already and will start soon. There was no more discussion.

Update on Biological Phosphorus Removal Construction Project

In April 2022, the engineers will have 30% of the project design done. S. Luczak met with the Strand engineers last month and they are almost done with the facilities plan. This plan is the main part that must be completed soon because the Wisconsin Department of Natural Resources' approval will take some time. Overall, the project design seems to be on schedule. He noted that the engineers might come before the Commission to ask for more money for the project. He asked the engineers for an update to blowers at the plant that are about 20 years old. The update is necessary because they are about 50% of the electrical costs and new blowers would be more efficient and save on energy.

Finance Director/Treasurer's Report

Update on 2021 Annual Audit

The annual audit has been completed successfully since the last Commission meeting. The audit results will be presented by the Baker Tilly audit team at the next Commission meeting.

Financial Statements (January and February 2022)

Copies of the latest month's financial statements with comments were provided to the Commissioners before the meeting. R. Frick asked if it was alright to just hand out and discuss the latest month's financial statements since they include the most up to date information. The Commissioners agreed since all the financial statements are emailed to the Commissioners. She discussed some of the financial highlights from the last month and answered several questions for the Commissioners.

Approve Expenses and Transfers (January and February 2022)

The two months of expenses and transfers were provided to Commissioners before the meeting. There were a few questions and some discussion on these items.

**Motion (Sadowski/Dorau) to approve the expenses and transfers for January 2022.
Carried (7-0).**

**Motion (Ludtke/Meyers) to approve the expenses and transfers for February 2022.
Carried (7-0).**

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

1. Rotation of Commission Chairperson Position between the Two Owner Municipalities of the City of Delafield and Village of Hartland.

Adjourn Commission Meeting

Motion (Dorau/Sadowski) to adjourn at 6:05 P.M. Carried (7-0).

Respectfully submitted by:

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