

# Delafield-Hartland Water Pollution Control Commission

## Meeting Minutes for Tuesday, March 21, 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 January 17, 2023 Commission Meeting

**Motion (Lamerand/Murn) to approve the Commission minutes of January 17, 2023. Carried (8-0).**

### General Manager's Report

#### Update on Biological Phosphorus Removal Construction Project

S. Luczak stated that the construction crew moved onto the premises and started excavation the week of March 20, 2023. They are about 1.5 weeks behind due to weather and other circumstances, but should be done by October 2023.

### Finance Director/Treasurer's Report

#### Update on the 2022 Annual Audit

E. Buchberger stated that the 2022 annual audit is going smoothly and to-date she does not have any adjusting entries from the audit team. According to the Baker Tilly audit manager, their goal is to be working on the financial statements by the end of the week.

### Financial Statements (January and February 2023)

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. There was a short discussion to determine what the Commission preferred in regards to financial statement support - financial highlights or graphs. The Commission is on board with receiving the graphs verses the highlights as long as any extraordinary, material financial

transactions are called out and explained when the FD/T emails the financial statements to the Commission members. It was also decided that the FD/T will email the monthly financial statements as soon as they are completed each month to avoid presenting two months of financial statements at a Commission meeting. Presenting two months is a lot of information to digest at one meeting. Any Commission member that has a question/comment at that time can then call or email E. Buchberger, and she can address it. A short discussion ensued around the subject of hauler fees and S. Luczak answered the questions and cleared up any confusion.

E. Buchberger summarized what the financial statements are reporting and indicated that the financial position of the Commission remains secure and stable. The Commissioners did not have any additional questions or comments. As always, the Commission is 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 (January and February 2023)

**Motion (Wallschlager/Maples) to approve the expenses and transfers for January 2023. Carried (8-0).**

**Motion (Sadowski/Dorau) to approve the expenses and transfers for February 2023. Carried (8-0).**

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

Adjourn Commission Meeting

**Motion (Sadowski/Dorau) to adjourn at 5:41 P.M. Carried (8-0).**

Correspondence

None