

Delafield-Hartland Water Pollution Control Commission

Meeting Minutes for Tuesday, May 16, 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
John Seymour, Alternate
Dirk Wilken, Alternate

Village of Hartland: Dave Lamerand, Citizen Member, Vice Chair
Ann Wallschlager, Trustee

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

Approve Minutes of March 21, 2023 Commission Meeting

Motion (Murn/Lamerand) to approve the Commission Meeting minutes of March 21, 2023. Carried (8-0).

Commission Matters

Election of Commission Officers

Motion (Lamerand/Maples) to nominate T. Aicher for Chairman, and E. Sadowski for Secretary of the Delafield-Hartland Water Pollution Control Commission. Carried (8-0).

Motion (Aicher/Sadowski) to nominate D. Lamerand for Vice-Chair of the Delafield-Hartland Water Pollution Control Commission. Carried (8-0).

General Manager's Report

Update on Biological Phosphorus Removal Construction Project

S. Luczak stated that the construction project is moving along and seems to be on target; however, there is talk about possible issues with receiving materials due to the supply chain. There is a construction meeting on Thursday, May 18, 2023 which will provide an update.

Resolution No. 051623 Re: Compliance Maintenance Annual Report (CMAR) for 2022

The Compliance Maintenance Annual Report (CMAR) is a report through the DNR that evaluates how we do all year long as far as meeting control limits and parameters in our permit, and then we're given a "report card." As in the past, DHWPCC received all "A" ratings. Some statistics that Scott shared were, the average daily influent flow rate for 2022 was 1.952 million gallons per day and the effluent flow rate was 1.921 million gallons per day. Our plant is designed for 3.23 million

gallons per day, so we still have room to sell DUE connections. The precipitation level for 2022 was 50.63 inches which is above the average level which is 39 inches. The haulers provided an average of 27,365 gallons per day based on a five-day work week. This is slightly below the 2021 number. The average phosphorus for last year was 0.08 mg per day. The upgrade that WPCC is doing is to get the phosphorus levels down. S. Luczak answered a few additional questions pertaining to compliance levels, but no further discussion ensued.

Draft Resolution 051623 Re: Compliance Maintenance Annual Report (CMAR) for 2022 was read into the record at this time.

Motion (Sadowski/Murn) to approve Resolution No. 051623 Re: Compliance Maintenance Annual Report (CMAR) for 2022 as presented. Carried (8-0).

Announcement of General Manager's Retirement

Scott Luczak, current General Manager, formally announced that he will be retiring after the first of the year. His last day will depend on who is found as his replacement, and how quickly the new person gets up to speed in the position. S. Luczak assured the Commission that he won't leave Del-Hart in a bad place and he'll make sure it is properly covered before his final day.

Finance Director/Treasurer's Report

Update on the 2022 Annual Audit

E. Buchberger stated that the 2022 annual audit was completed on a timely basis and only required one adjusting entry which pertained to GASB 68. She also handed out a copy of the audit report and financial statements so the Commissioners have time to review them and come up with any questions they would like addressed at the July 2023 Commission meeting when the auditors are present via Zoom.

Financial Statements (March and April 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. E. Buchberger summarized what the financial statements are reporting and indicated that the financial position of the Commission remains secure and stable. She also announced that the Clean Water Fund Loan had been paid in full as of April 28, 2023. The Commissioners were also informed that the payment of construction draws has begun and E. Buchberger is working with WPCC's Baird advisor to make the best cash flow decisions as possible in regards to redeeming bonds, using interest income, or cash on hand. Commissioners did not have any additional questions or comments. As always, the Commissioners are 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 (March and April 2023)

Motion (Lamerand/Wallschlager) to approve the expenses and transfers for March 2023. Carried (8-0).

Motion (Lamerand/Wallschlager) to approve the expenses and transfers for April 2023. Carried (8-0).

Next Commission Meeting and Agenda Items

The auditors from Baker Tilly will be zooming at our July 2023 meeting to go over the 2022 audit report and financial statements.

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: Compensation salary range for new General Manager position). Following the Closed Session, the Commission will then reconvene into Open Session to take any action if necessary, regarding the discussed foregoing matters and to continue with remaining agenda items.

Motion (Sadowski/Maples) 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: Compensation salary range for new General Manager position). Following the Closed Session, the Commission will then reconvene into Open Session to take any action if necessary, regarding the discussed foregoing matters and to continue with remaining agenda items.

Roll call vote taken: All ayes. Motion carried. Closed session was entered into at 5:47 PM.

Open Session

Motion (Sadowski/Murn) to reconvene into open session.

Roll call vote taken: All ayes. Motion carried. Open session was entered into at 6:03 PM.

Action/Discussion, if any, from Closed Session:

T. Aicher summarized that the Commission is advising DHWPCC's General Manager to place an ad for a new General Manager with a salary range of \$100K - \$130K+ and see what kind of feedback we get from the public.

Motion (Lamerand/Wallschlager) that we establish the pay rate and advertise for Scott's replacement. Carried (8-0).

Adjourn Commission Meeting

Motion (Lamerand/Sadowski) to adjourn at 6:05 P.M. Carried (8-0).

Correspondence

None

Respectfully submitted by:

Ericka Buchberger
Finance Director/Treasurer
dhfinance7@gmail.com
Phone: 262-646-4364, Ext. 1