**REGULAR MEETING JUNE 13, 2017**

Commission Secretary, Jim Strehlow, called the meeting of the Rib Mountain Metropolitan Sewerage District (Metro) to order at 11:30 a.m. Commission Members Present: Galen Olson and Tom Wittkopf. Excused: Paul Wirth, Bob Stavran. Also Present: Kevin Hopkins, Strand Association; Diane Thorn, Clark Dietz; Eric Donaldson, Director; Andy Heise, Superintendent and Katherine Kunze, Administrative Clerk/Secretary.

**MINUTES**

A motion was made by Mr. Olson and seconded by Mr. Wittkopf to approve the minutes of the May 9, 2017 Regular Meeting. Questioned and unanimously passed.

**CHECK REGISTER APPROVAL**

Mr. Wittkopf made a motion to approve the following May Prepaid 2017 Checks and the June 2017 Check Register, with Mr. Olson seconding the motion. Questioned and after discussion was unanimously passed.

General Prepaid $89,936.12

Equip Repl. Prepaid Check $.00

General Checks #26505 - #26537 $109,114.47

Equip. Repl. Checks #584 $52,968.00

Asset/Cap Imp. Checks $.00

**RESOLUTION #92 - 2016 Compliance Maintenance Report –** Mr. Donaldson reviewed and discussed the 2016 Compliance Maintenance Report with the Commissioners. A discussion was held. Mr. Donaldson pointed out that the Metro received a “Grade D” in the biosolids portion. He and Mr. Heise explained what happened and how it will be prevented from happening again. After discussion Mr. Olson made a motion to approve Resolution #92 for the 2016 Compliance Maintenance Report, with Mr. Wittkopf seconding the motion. Questioned and unanimously passed.

**FACILITIES AND GROUNDS UPGRADE**

**Project Update** – Mr. Donaldson along with Mr. Hopkins reviewed and discussed the timeline of Phase 1 as it stands now. Mr. Donaldson noted that he did get the final copy of Amendment #3 and would like the Commission to give him authorization to sign it. After discussion, Mr. Olson made a motion to accept Strands Amendment #3 as presented and authorize Mr. Donaldson to sign the document. Mr. Wittkopf seconded the motion. Questioned. During further discussion it was noted that if Strand exceeds the cost of $255,400 as agreed upon in this amendment, they would have to seek approval of the Metro Board to do so. After discussion the motion was unanimously passed.

**MANAGER-SUPERINTENDENTS REPORT**

Budget Comparison Report – Reviewed. The Commission questioned why the natural gas account was so high. It was pointed out that it was because of problems with the sludge heater. Mr. Heise explained this and what they are doing to fix it. Several other accounts were addressed.

Asset/Replacement – Mr. Donaldson indicated that Purchase Order Requisitions (numbers) will be required for any purchases made over $500. He explained why.

Mr. Donaldson noted that they are replacing the last influent pump and that one blower needs to be replaced as it is at the end of its life expectancy.

Plant Report – Mr. Donaldson reported that the plant is running good.

**OLD/NEW BUSINESS**

Kathi Kunze noted that she will be on vacation from June 19 to July 4, 2017

Mr. Heise indicated that the Metro is starting a new Safety Operation Program every Tuesday morning. He gave a brief description of what these sessions will cover.

Mr. Heise stated that the Metro’s “Employee Manual” is in need of revision. He explained why.

The next Metro meeting will be held on July 18, 2017.

Mr. Strehlow pointed out that the Metro received a resignation letter from Commissioner Paul Wirth. After discussion, Mr. Wittkopf made a motion to accept Mr. Wirth’s letter of resignation effective as of June 3, 2017 with Mr. Olson seconded the motion. Questioned. Unanimously passed.

It was noted that one of the Metro’s part-time employees injured himself while mowing the lawn recently. Because of this, the Metro is in the process of looking at possible liabilities the Metro could be responsible for. Mr. Donaldson indicated that Mr. Johnson told him that he (Johnson) had an agreement with the Metro for the continued use of the land the Metro purchased for recreation and cleaning up from the logging that has been done. Discussion was held regarding this matter, during which it was determined that the Metro’s Attorney should be contacted regarding this matter.

At 12:20 p.m., with no further business to discuss, a motion was made to adjourn the meeting by Mr. Wittkopf and seconded by Mr. Olson. Questioned and unanimously passed.

A tape of the proceedings of the Regular Meeting are on file at the Rib Mountain Metropolitan Sewerage District, 2001 Aster Road, Wausau, WI.

Kathi Kunze

Administrative/Clerk Secretary