**REGULAR MEETING NOVEMBER 14, 2017**

Commission President, Bob Stavran, called the meeting of the Rib Mountain Metropolitan Sewerage District (Metro) to order at 11:30 a.m. Commission Members Present: Galen Olson, Jim Strehlow Craig Mortensen and Tom Wittkopf. Also Present: Eric Donaldson, Director; Andy Heise, Superintendent; Katherine Kunze, Administrative Clerk/Secretary; Diane Thoune, Clark Dietze.

**MINUTES**

A motion was made by Mr. Strehlow and seconded by Mr. Wittkopf to approve the minutes of the October 10, 2017 Regular Meeting. Questioned and unanimously passed.

**CHECK REGISTER APPROVAL**

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

General Prepaid $32,762.48

Equip Repl. Prepaid Check $.00

General Checks #26781 - #26804 $33,186.85

Equip. Repl. Check #591 $3,650.00

Asset/Cap Imp. Checks #648 $6,864.00

**FACILITIES AND GROUNDS UPGRADE**

Mr. Donaldson updated the Commission on the progress of the Phase 1 project. Everything is on schedule.

**DIRECTOR/SUPERINTENDENT’S REPORT**

Budget Comparison Report – Reviewed and discussed.

Asset/Replacement – Replaced a blower.

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

**OLD/NEW BUSINESS**

Mr. Donaldson indicated that the “Employee Manual” is being updated. He explained why. During discussion, he noted that he will send each of the Commissioners a copy of the revised manual, with tracked changes, for their review and comments.

Mr. Donaldson asked for authorization to remove the Metro’s time clock on a trial basis. He explained why. During discussion the Metro Commissioners gave him their authorization.

Next meeting is December 12, 2017.

At 11:55 a.m., with no further business to discuss; a motion was made by Mr. Strehlow and seconded by Mr. Mortensen to adjourn the meeting. Questioned and unanimously passed.

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