

OFFICIAL NOTICE AND AGENDA
RIB MOUNTAIN METROPOLITAN SEWERAGE DISTRICT'S
REGULAR MEETING

The Regular Meeting of the Rib Mountain Metropolitan Sewerage District will be held at 151401 Aster Road, Wausau, WI on Tuesday, the 9th of December at 11:30 a.m.

1. Call to Order and Roll Call
2. Introduction of Audience
3. Approval of November 11, 2025, Minutes
4. Check Register Approval
5. Director/Superintendent Report
 - A. Budget Comparison Report
 - B. Asset/Replacement Requests
 1. Weston Sample Station Update
 - C. Plant Report
 - D. Old Business
 1. Phase #2 Construction Update
 - a. Pay Request #17 for Approval
 2. Influent pH Issue Update
 3. Applied Laser Tech Update
 4. Account Summary
6. Adjourn

*E-mailed to the Wausau Daily Herald on December 3, 2025, by Sandra E. Balz -Administrative Clerk.
Posted at: Village of Rib Mountain, Village of Rothschild, Village of Weston, Village of Kronenwetter,
City of Mosinee, and Strand Associates.*

***Any person planning to attend this meeting who needs some type of special accommodation to
participate should call the Rib Mountain Metropolitan Sewerage District at (715) 359-7852.*



**RIB MOUNTAIN
METROPOLITAN SEWERAGE DISTRICT**
151401 ASTER ROAD
WAUSAU, WI 54401
715-359-7852
Rmmsd@ribmountainmetro.com

DIRECTOR:
Eric Donaldson

SUPERINTENDENT:
Andy Heise

"Doing our part for the Wisconsin River."

REGULAR MEETING MINUTES

November 11, 2025

Commission President, Robert Stavran, called the meeting of the Rib Mountain Metropolitan Sewerage District (Metro) to order at 11:30 a.m.

ROLL CALL - Commission Members Present: Robert Stavran, Keith Biedermann & Thomas Kipp, Darin Westover and Kevin Breit.

Also Present: Eric Donaldson; Director; Andy Heise; Superintendent, Sandra Balz; Administrative Clerk and Ryan VanDeWalle, of Rothschild on Zoom.

Commission Members Absent: None.

MINUTES APPROVAL

Mr. Breit made a motion to approve the meeting minutes from October 14, 2025, and Mr. Kipp seconded the motion. Motion carried.

CHECK REGISTER APPROVAL - Mr. Kipp made a motion to approve the following October checks and Mr. Biedermann seconded the motion. Questioned and unanimously passed. Mr. Donaldson advised that we now have the two new trucks, one which we will be selling.

Equipment Replacement CK# 839	\$ 554,404.42
Asset/Capital Improv. CK# 937 & 938	\$ 1,099,002.43
General Checks -Prepaid/Manual	\$ 111,592.76
General Checks CK# 31037 - 31065	\$ 65,910.97
	\$
TOTAL	<u>\$ 1,830,910.58</u>

DIRECTOR/SUPERINTENDENTS REPORT

Budget Comparison Report – Budget comparison reviewed and discussed.

Asset/Replacement Requests-

Weston Sample Station Update- Mr. Donaldson spoke about the sample station replacement, Vendor has not responded, and we may need to find another.

Doors Replacement Update – 3 Doors from Urban Construction have been installed and completed.

Plant Report - Reviewed and discussed.

OLD BUSINESS

PHASE II - Construction Update & Pay App #16 for Approval- Eric noted that chemical room is not completed yet. And therefore, not able to have formal written procedures. CD Smith is subject to liquidated damages per contract.

A motion was made to approve pay application #16 in the amount of \$1,024,102.43 by Mr. Breit and seconded by Mr. Kipp. Motion was carried. There are no more retainage deductions going forward; the total stands at \$564,628.47.

Mr. Donaldson stated Pieper and Northwind's were able to get the parts and testing needed to complete the Solar Array and begin receiving a benefit. WPS will be on site to power off and hook up so we can begin to receive solar power. Eric will complete the paperwork and submit it to FOE to receive the full \$50,000.

Influent pH Issue- Spikes are currently under control, we will continue to monitor.

Applied Laser Tech Update – No update at this time.

NEW BUSINESS

We have a new Hauler; Pecha Septic from Antigo, WI completed an application.

Mr. Donaldson stated that we have received a certificate from the Spectrum Insurance Group for having the lowest possible experience modification regarding workers' compensation and therefore, we are receiving the lowest rates.

Procurement Policy- Mr. Donaldson presented a Procurement Policy for the commission to review prior to December meeting and to pass a resolution. Further discussion was held regarding these minimum and maximum requirement amounts regarding purchases and the bidding process. This was at the CLA Auditors' request as they look at it as a deficiency of the Metro.

Mr. Donaldson stated that the health insurance premium rates for 2026 have increased 28%. CLA will be here for a 2025 pre-audit on November 24, 2025.

ADJOURNED - At 12:28 p.m.; with no further business to discuss, a motion was made to adjourn the meeting by Mr. Breit and seconded by Mr. Kipp. Questioned and unanimously passed.

Note: A tape of the proceedings of the Public Hearings & Regular Meetings is on file for approximately 90 days at Rib Mountain Metropolitan Sewerage District, 151401 Aster Road, Wausau, WI.

Sandra E. Balz, Administrative Clerk

Date Approved



RIB MOUNTAIN METROPOLITAN SEWERAGE DISTRICT

NOVEMBER - (MANUAL & AUTOPAY) CHECK REGISTER

DECEMBER 9TH MEETING

MANUAL/AUTO PAY

CHECK #	VENDOR	AMOUNT	MEMO
V11142501-V11142507	Payroll	\$16,992.16	Employee Wages (After tax)
V11282401-V11282407	Payroll	\$17,292.03	Employee Wages (After tax)
PAYROLL - NOVEMBER	Commission Compensation	\$461.75	Commission Pay (After tax)
FED/FICA/STATE	Federal & State	\$12,650.24	Payroll Taxes
AutoPay - October	Kwik Trip	\$2,156.03	Fuel
CREDIT CARD	Cardmember Serv-VISA	\$2,569.20	Supplies/Mtg/Misc/Veh Rep
CREDIT CARD	CELLCOM	\$157.20	Cell phones
AutoPay	WM -Waste Management	\$1,477.10	Garbage/Recycling Service
AutoPay -November	Wisc Public Service	\$20,855.74	WPS-Gas/Electric
AutoPay -(10/16-11/15)	Frontier	\$525.82	Telephone Service (3)
Online Payment -October	WI Retirement System	\$7,400.94	Remittance/Contributions
TOTAL		\$82,538.21	

EQUIPMENT / PARTS

CHECK #	VENDOR	AMOUNT	MEMO
Asset/Capital Improv. CK# 939 & 940	Strand Associates/CD Smith Req#17	\$1,375,208.18	Asset/Construction
Equip. Replacement CK#		\$0.00	Equipment Replacement
General Cks # 31066-31084	Multiple	\$43,951.81	Regular
		\$1,419,159.99	Total
TOTAL		\$1,501,698.20	

Robert J. Stavran - President

Thomas J. Kipp - Secretary

Keith Biedermann

Darin Westover

Kevin Breit

DATE:

Budget Comparison - Detail
BUDGET COMPARISON

		2024	2025			
Account Number		Actual 12/31/2024	Actual 12/12/2025	2025 Budget	Budget Status	% of Budget
600-00-41100-000-000	Hauler Income	204,043.26	145,385.11	0.00	145,385.11	0.00
600-00-41700-000-000	O&M - Mosinee	257,820.67	239,504.80	253,248.00	-13,743.20	94.57
600-00-41710-000-000	O&M - Rib Mountain	372,400.23	359,677.00	448,225.00	-88,548.00	80.24
600-00-41720-000-000	O&M - Rothschild	326,407.00	246,983.77	349,041.00	-102,057.23	70.76
600-00-41730-000-000	O&M - Weston	974,282.43	911,929.08	1,116,171.00	-204,241.92	81.70
600-00-41740-000-000	O&M - Kronenwetter	280,223.98	237,200.08	278,963.00	-41,762.92	85.03
600-00-41810-000-000	DS - Rib Mountain	257,141.61	247,849.32	298,664.00	-50,814.68	82.99
600-00-41820-000-000	DS - Rothschild	225,591.24	170,179.65	233,342.00	-63,162.35	72.93
600-00-41830-000-000	DS - Weston	673,155.54	628,950.08	744,300.00	-115,349.92	84.50
600-00-41840-000-000	DS - Kronenwetter	194,103.39	163,824.90	186,754.00	-22,929.10	87.72
600-00-41850-000-000	DS - Mosinee	179,051.07	165,916.38	170,079.00	-4,162.62	97.55
=====						
Revenue		3,944,220.42	3,517,400.17	4,078,787.00	-561,386.83	86.24
=====						
=====						
Total Revenues		3,944,220.42	3,517,400.17	4,078,787.00	-561,386.83	86.24

Budget Comparison - Detail
BUDGET COMPARISON

Account Number	2024 Actual 12/31/2024	2025 Actual 12/12/2025	2025 Budget	Budget Status	% of Budget
600-00-59130-000-000 Workers Compensation	1,472.00	9,701.00	13,237.00	3,536.00	73.29
600-00-59200-000-000 Sick Leave Pay	29,921.63	13,389.84	29,161.00	15,771.16	45.92
600-00-59220-000-000 Stand-By Duty	11,647.92	10,958.16	11,689.00	730.84	93.75
600-00-59230-000-000 Holiday/Personal Pay	27,343.71	17,582.17	27,453.00	9,870.83	64.04
600-00-59240-000-000 Vacation Pay	53,004.32	44,760.95	51,360.00	6,599.05	87.15
600-00-59250-000-000 Funeral Leave	1,674.88	0.00	1,000.00	1,000.00	0.00
600-00-59300-000-000 Phone/Internet	7,872.95	10,776.38	10,200.00	-576.38	105.65
600-00-59320-000-000 Office Eq. Repair & Service	12,119.10	16,395.44	27,000.00	10,604.56	60.72
600-00-59330-000-000 Postage/Shipping	595.33	331.44	3,000.00	2,668.56	11.05
600-00-59340-000-000 Office Supplies	1,431.50	1,514.68	3,000.00	1,485.32	50.49
600-00-59350-000-000 Printing + Publication	1,414.33	695.42	1,100.00	404.58	63.22
600-00-59360-000-000 Education & Training	7,326.24	9,785.32	10,000.00	214.68	97.85
600-00-59370-000-000 Membership/Subscript/License	32,416.10	29,152.22	40,000.00	10,847.78	72.88
600-00-59380-000-000 Mileage Reimbursement	933.84	1,239.56	1,500.00	260.44	82.64
600-00-59390-000-000 Bank Charges	490.05	539.95	500.00	-39.95	107.99
600-00-59440-000-000 INSURANCE PREMIUM	62,038.11	45,582.00	47,408.00	1,826.00	96.15
600-00-59495-000-000 Replacement Expense	300,000.00	360,000.00	360,000.00	0.00	100.00
600-00-59910-000-000 P.S. Accounting & Auditing	17,850.00	20,432.14	20,000.00	-432.14	102.16
600-00-59920-000-000 P.S. - Legal	354.00	6,081.00	15,000.00	8,919.00	40.54
600-00-59990-000-000 Miscellaneous Expenses	1,296.68	1,251.67	2,500.00	1,248.33	50.07
Expenses	1,436,399.51	1,432,927.16	1,696,385.00	263,457.84	84.47
Total Expenses	1,436,399.51	1,432,927.16	1,696,385.00	263,457.84	84.47
Net Totals	2,507,820.91	2,084,473.01	2,382,402.00	297,928.99	87.49

Account Number		2024 Actual 12/31/2024	2025 Actual 12/12/2025	2025 Budget	Budget Status	% of Budget
600-00-56020-000-000	Operations Wages -Reg.-OP/Bio Solids	171,141.78	179,341.99	158,549.00	-20,792.99	113.11
600-00-56030-000-000	Operations Wages -O.T. OP/Bio Solids	32,080.87	40,630.87	48,355.00	7,724.13	84.03
600-00-56522-000-000	Assisting Haulers	22,913.55	21,726.10	45,000.00	23,273.90	48.28
600-00-57020-000-000	Maintenance Wages - Reg. -Maintenance	108,453.77	109,650.26	138,730.00	29,079.74	79.04
600-00-57030-000-000	Maintenance Wages -O.T.- Maintenance	370.92	977.04	2,844.00	1,866.96	34.35
600-00-58020-000-000	Quality Control Wages - Reg -Q.C.	81,062.27	72,774.20	99,093.00	26,318.80	73.44
600-00-58030-000-000	Quality Control Wages - O/T -Q.C.	5,653.26	5,342.46	5,689.00	346.54	93.91
=====		=====				
WAGES -OP/QC/MAINT		421,676.42	430,442.92	498,260.00	67,817.08	86.39
=====		=====				
600-00-59010-000-000	Administration Salary- Administration	106,071.17	102,972.72	107,803.00	4,830.28	95.52
600-00-59020-000-000	Administration Wages- Administration	50,746.00	48,642.40	58,200.00	9,557.60	83.58
=====		=====				
WAGES-ADMINISTRATION		156,817.17	151,615.12	166,003.00	14,387.88	91.33
=====		=====				
Total Expenses		578,493.59	582,058.04	664,263.00	82,204.96	87.62
=====		=====				
Net Totals		-578,493.59	-582,058.04	-664,263.00	-82,204.96	87.62

<u>NOVEMBER - HAULER DATA</u>					GALS.		GALS.
					<u>ESTIMATED</u>		<u>"BILLED "</u>
<i>COUNTRY PUMPERS</i>					138,900		156,750
<i>DECKER</i>					0		0
<i>GREEN VALLEY</i>					204,350		232,750
<i>HEINZEN PLUMBING</i>					5,000		9,500
<i>MODERN SEWER</i>					239,500		290,700
<i>PECHA SEPTIC</i>					25		1,045
				TOTAL	<u>587,775</u>		<u>690,745</u>



Strand Associates, Inc.®
910 West Wingra Drive
Madison, WI 53715
(P) 608.251.4843
www.strand.com

Transmittal Letter

DATE: November 26, 2025

PROJECT NO. 1165.022

COMPANY NAME: Rib Mountain Metropolitan Sewerage District

ATTENTION: Eric Donaldson, Director

ADDRESS: 151401 Aster Road

CITY/STATE/ZIP: Wausau, WI 54401

RE: Payment Application for WWTP Phase II Upgrades Project

WE ARE SENDING YOU:

- | | | | | |
|---------------------------------------|-----------------------------------|--|----------------------------------|---|
| <input type="checkbox"/> Agreement | <input type="checkbox"/> Contract | <input type="checkbox"/> Letter | <input type="checkbox"/> Report | <input type="checkbox"/> Shop Drawings |
| <input type="checkbox"/> Change Order | <input type="checkbox"/> Drawings | <input checked="" type="checkbox"/> Pay Apps | <input type="checkbox"/> Samples | <input type="checkbox"/> Specifications |
| <input type="checkbox"/> Other | | | | |

Copies	Date	No.	Description
1	11/26/2025	17	Payment Application

ITEMS TRANSMITTED AS SHOWN:

- | | | |
|--|---|---|
| <input type="checkbox"/> For approval | <input type="checkbox"/> Approved as submitted | <input type="checkbox"/> Resubmit _____ copies for approval |
| <input checked="" type="checkbox"/> For your use | <input type="checkbox"/> Approved as noted | <input type="checkbox"/> Submit _____ copies for distribution |
| <input type="checkbox"/> As requested | <input type="checkbox"/> Approved as noted-Resubmit | <input type="checkbox"/> Additional Information Required |
| <input type="checkbox"/> For review and comment | <input type="checkbox"/> Not Approved | <input type="checkbox"/> For signature |
| <input type="checkbox"/> Other | | |

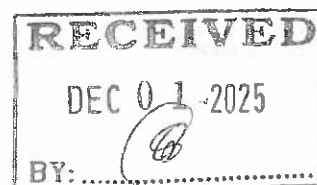
REMARKS:

This payment request is for \$1,295,258.18. The amount of retainage for this pay application is \$0.00. The total retainage for the project is \$564,628.47 or 4.1%. As of this pay request the project is monetarily 70 percent complete with 58 percent of the contract time elapsed.

Signed

Evan Hunsanger
Evan Hunsanger

Copy to: File



Contractor's Application for Payment No. 17

Application Period: 10/1/2025 - 10/31/2025		Application Date: 11/6/2025	
To (Owner): Rib Mountain Metropolitan Sewerage District	From (Contractor): CD Smith Construction 125 Camelot Drive Fond Du Lac, WI 54935	Via (Engineer): Strand Associates, Inc.	
Project: Phase II WWTP Upgrades	Contract:		
Owner's Contract No.: 1-2024	Contractor's Project No.: 240049	Engineer's Project No.:	

Application For Payment Change Order Summary

Approved Change Orders			1. ORIGINAL CONTRACT PRICE.....	\$ 18,515,926.00
Number	Additions	Deductions	2. Net change by Change Orders.....	\$ 166,279.47
1	\$6,204.62		3. Current Contract Price (Line 1 ± 2).....	\$ 18,682,205.47
2	\$24,497.55		4. TOTAL COMPLETED AND STORED TO DATE	
3	\$135,577.30		(Column F total on Progress Estimates).....	\$ 13,611,929.91
			5. RETAINAGE:	
			a. 5% X \$ 11,170,241.91 Work Completed.....	\$ 558,512.10
			b. 5% X \$2,441,688.00 Stored Material.....	\$ 122,084.40
			c. Total Retainage (Line 5.a + Line 5.b).....	\$ 564,628.47
			6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c).....	\$ 13,047,301.44
			7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application).....	\$ 11,752,043.26
			8. AMOUNT DUE THIS APPLICATION.....	\$ 1,295,258.18
			9. BALANCE TO FINISH, PLUS RETAINAGE	
			(Column G total on Progress Estimates + Line 5.c above).....	\$ 5,634,904.03
TOTALS				
NET CHANGE BY				
CHANGE ORDERS				

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;

(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and

(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

☐ Required Lien Waivers Attached

Contractor Signature

By:

Date:

Payment of: \$

(Line 8 or other - attach explanation of the other amount)

is recommended by:

(Engineer)

(Date)

Payment of: \$

(Line 8 or other - attach explanation of the other amount)

is approved by:

(Owner)

(Date)

Approved by:

Funding or Financing Entity (if applicable)

(Date)

Accounts Summary

November 30, 2025

BANK ACCOUNTS

ACCOUNT NAME	BALANCE
GENERAL CHECKING : XXX-062	\$ 1,672,997.78
EQUIPMENT REPLACE - XXX-634	\$ 1,673,044.03
ASSET/CONST. - XXX-240	\$ 1,388,049.30
NON-INTEREST BEARING ACCT- as of MAR 2025	\$ 4,734,091.11

SAVINGS ACCT / SPLIT - XXX-762	
DEBT SERV	\$ 7,782.77
EQUIP. REPLACEMENT	\$ 689,611.36
GENERAL	\$ 33,644.27
ASSET/CONST	\$ 47,255.86
CAPITAL IMPROV	\$ 842,888.79
	\$ 1,621,183.05
DEBT SERVICE SAVINGS - XXX-247 -	\$ 1,749,577.40

LOCAL GOV. INVESTMENT ACCTS

ACCOUNT NAME	
LGIP- GENERAL	\$ 7,684.39
LGIP- ASSET/CONST	\$ 63.41
LGIP- DEBT SERVICE	\$ 777,811.66
LGIP - EQUIP. REPLACEMENT	\$ 2,028,891.97
LGIP - SICK LEAVE	\$ 179,833.81
LGIP - CAPITAL IMPROV.	\$ 141,014.15
	\$ 3,135,299.39

TOTAL BALANCE \$ **11,240,150.95**

NOTE: COMBINED EQUIPMENT REPLACE TOTAL \$ **4,391,547.36**

WI DNR CWF # 4021-09 - LIABILITY = 21400	\$ 2,506,452.26
WI DNR CWF # 4021-10 - LIABILITY = 21510	\$ 11,806,644.95
WI DNR CWF # 4021-99 - LIABILITY = 21599	\$ 2,668,310.00
TOTAL LIABILITY	\$ 16,981,407.21

Respectfully Submitted,

Sandra Balz - Administrative Clerk



**RIB MOUNTAIN
METROPOLITAN SEWERAGE
DISTRICT**

151401 ASTER ROAD
WAUSAU, WI 54401
715-359-7852

Rmmsd@ribmountainmetro.com

DIRECTOR:
ERIC DONALDSON

SUPERINTENDENT:
ANDY HEISE

"Doing our part for the Wisconsin River"

**Resolution #111
Procurement Policy for RMMSD**

Be it resolved that RMMSD will follow the procurement policy below and document any purchases that don't follow this policy and why:

Micro-purchase Not to exceed micro-purchase threshold: \$0 – \$15,000

- No bid or quote is required if price is considered reasonable. Reasonableness could be determined based on research, experience, purchase history, or other information.
- Distributed equitably among a range of qualified vendors when practical
- Price or rate quotes must be obtained from adequate number of sources (organization may exercise judgement in determining what number is adequate)

Small purchase procedure Greater than micro-purchase, not to exceed the simplified acquisition threshold: \$15,001 – \$350,000

- Can be informal, e.g., phone call or web search
- All quotes, including phone calls, web searches, etc., must be documented and kept on file.
- Price does not need to be deciding factor, but all quotes need to be kept in procurement records

Sealed bid Greater than the simplified acquisition threshold: \$350,001 and greater

- Used when selection of successful bidder can be made principally based on price

- Bids must be solicited from an adequate number of known suppliers, providing sufficient response time.
- Local governments must publicly advertise bids.
- Invitation for bids must define the items or services in order for bidders to properly respond
- All bids will be opened at time and place prescribed in invitation; local government bids must be opened publicly
- Firm fixed price contract made in writing to the lowest responsive and responsible bidder
- Any or all bids may be rejected if there is a sound documented reason

Competitive proposal Greater than the simplified acquisition threshold:
\$350,001 and greater

- Require public notice
- All evaluation factors and their relative importance must be identified
- Must be solicited from an adequate number of qualified sources
- Must have a written method for conducting technical evaluations of the proposals and selecting recipients
- Contracts must be awarded to the responsible firm whose proposal is most advantageous, with price and other factors considered
- May be used only when:
 - the item is available only from a single source,
 - the public exigency or emergency will not permit a delay resulting from competitive solicitation,
 - federal awarding agency or pass-through entity expressly authorizes its use in response to a written request, or
 - after solicitation of several sources competition is determined inadequate

Noncompetitive proposal (sole source)

- Greater than micro-purchase threshold: \$15,001 and greater
- Justification of the use of noncompetitive proposal must be documented
- Any research on availability from multiple sources must be documented
- Documentation of authorization must be retained
- Any initial solicitations from multiple sources which are concluded to be inadequate, and such reasoning, must be documented

Rober Stavran, President

Thomas Kipp, Secretary

Adopted and recorded this ____ day of _____, 2025