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**WALWORTH COUNTY METROPOLITAN SEWERAGE DISTRICT**

975 W. Walworth Ave. • Delavan, WI 53115

**December 12, 2023**

**11:00 a.m.**

**CALL TO ORDER**

The Regular meeting was called to order at 11:00 a.m. by Commissioner Logterman.

**ROLL CALL**

Commissioner Duncan yes remotely; Commissioner Henriott yes; Commissioner Logterman, yes; Commissioner Snyder, not present; Commissioner Tapson, yes

Others present:

Neal Kolb, Administrator

Jennifer Greenlee, Administrative Assistant

William Cole, Axley Brynelson

Todd Hanson, Assistant Administrator

Jared Loofboro, Water Reclamation Superintendent

Harry Domask, Facilities Maintenance Superintendent

Kevin Berg, Donohue

Maegan Jacob, Operations Specialist

**PUBLIC COMMUNICATIONS/OTHER BUSINESS – None**

**CONSENT ITEMS**

Motion by Commissioner Tapson and seconded by Commissioner Henriott to approve:

- a) Regular meeting minutes dated November 14, 2023
- b) Receipts and disbursements for November 2023
- c) Accounts Payable listings – General \$104621.14 and Construction \$567527.85
- d) Phosphorus removal improvement project payment application to CD Smith for \$469,958.60
- e) Purchase flex time block for \$10,000 from Heartland Business Systems

**NEW BUSINESS**

- a) **Phosphorus Removal Improvement Project Change Order 04** - Commissioner Duncan motioned to approve change order 04 for the Phosphorus Removal Improvement Project for \$55,798.09. Commissioner Henriott seconded, and the motion unanimously passed.
- b) **Phosphorus Removal Improvement Project Change Order 05** – Commissioner Henriott motioned to approve change order 05 as presented. Commissioner Tapson seconded, and the motion unanimously passed.
- c) **Phosphorus Removal Improvement Project Change Order 06** – Commissioner Duncan motioned to approve change order 06 for the Phosphorus Removal Improvement Project as presented. Commissioner Henriott seconded, and the motion unanimously passed.
- d) **Aeration Blower Control Update** – Commissioner Tapson motioned to approve the proposal from Howden for the blower control update and physical inspection

of the Turblex aeration blower for a cost not to exceed \$13,600.00. Commissioner Henriott seconded, and the motion unanimously passed.

- e) **Ferric Chloride 2024 Purchase Order** – Commissioner Henriott motioned to authorize the purchase of ferric chloride from Kemira Water Solutions for the unit price of \$1,135.00 per dry ton with an aggregate limit not to exceed \$420,000. Commissioner Duncan seconded, and the motion unanimously passed.
- f) **2024 Compensation Matrix Update** – Commissioner Henriott motioned to approve the 2024 compensation matrix as presented and instruct staff to implement the new wages beginning on the first day of the first payroll period of 2024. Commissioner Duncan seconded, and the motion unanimously passed.
- g) **Authorizations of New Job Titles** – Commissioner Henriott motioned to authorize the administrator to create a job description for Lead Operator and Staff Engineer and work with Public Administration Associates to determine the appropriate pay scale for both job titles. Commissioner Tapson seconded, and the motion unanimously passed.

**ADJOURN:** Commissioner Duncan made a motion to adjourn, seconded by Commissioner Tapson and the motion unanimously passed. The Regular meeting adjourned at 12:00 p.m.

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Secretary

APPROVED: January 9, 2024

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