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**WALWORTH COUNTY METROPOLITAN SEWERAGE DISTRICT**  
975 W. Walworth Ave. • Delavan, WI 53115

**December 11, 2018**

**11:00 a.m.**

**CALL TO ORDER**

The Regular meeting was called to order at 11:02 a.m. by Commissioner Logterman.

**ROLL CALL**

Commissioner Duncan, yes; Commissioner Henriott, yes; Commissioner Logterman, yes; Commissioner Snyder, yes; Commissioner Olson, not present

**Others present:**

Neal Kolb, Administrator

Cindy Moehling, Assistant Administrator

Jennifer Jackson, Administrative Assistant

William Cole, Axley Brynelson

Jared Loofboro, Water Reclamation Superintendent

Diane Thoune, Clark Dietz, Inc

Matthew Lindstrom, City of Elkhorn

**VISITOR COMMENTS/PUBLIC COMMUNICATIONS/OTHER BUSINESS** – Commissioner Logterman acknowledged receipt of a correspondence from Walworth County regarding the Clean Sweep program thanking WalCoMet for its donation and support of the program. Commissioner Logterman acknowledged receipt of correspondence from RSM regarding the planned scope and timing of our audit of Walworth County Metropolitan Sewerage District's financial statements as of and for the year ending December 31, 2018.

**APPROVAL OF MINUTES OF REGULAR MEETING November 13, 2018**

Commissioner Snyder made a motion to approve the minutes of the regular Commission meeting of November 13, 2018. Commissioner Duncan seconded, and the motion unanimously passed.

**RECEIPTS AND DISBURSEMENTS REPORT**

Commissioner Duncan made a motion to accept the Receipts and Disbursements Report for the month of November 2018 as presented. Commissioner Henriott seconded, and the motion unanimously passed.

**ACCOUNTS PAYABLE LISTING**

Commissioner Duncan made a motion to approve the Accounts Payable listing for December 11, 2018, in the amount of \$205,329.67. Commissioner Henriott seconded, and the motion unanimously passed.

**OLD BUSINESS** - None

**NEW BUSINESS**

- a) **Treatment Plant Roof Fall Protection** – Commissioner Duncan made a motion to accept the proposal from HySafe for \$16,387.25 and add a %5 contingency for an additional amount of \$819 for a total project cost not to exceed \$17,206.25 for the fall protection devices and installation. Commissioner Henriott seconded, and the motion unanimously passed.

- b) **Phosphorous Compliance Report Preparation** – Commissioner Snyder made a motion to accept the proposal from Donohue & Associates for the preparation of the Operational Evaluation Report and the Preliminary Compliance Alternatives Plan for a total contract amount of \$35,340. Commissioner Duncan seconded, and the motion unanimously passed.

**ADJOURNMENT TO CLOSED SESSION**

Convene in Closed Session Pursuant to Wisconsin Statute Section 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (Review of performance and compensation of district staff).

Commissioner Snyder made a motion to convene into a closed session, seconded by Commissioner Henriott and roll call as follows:

Commissioner Duncan	Yes
Commissioner Henriott	Yes
Commissioner Logterman	Yes
Commissioner Snyder	Yes
Commissioner Olson	Not Present

The closed session convened at 11:17 a.m.

**RECONVENED INTO OPEN SESSION – ACTION, IF ANY, ON CLOSED SESSION MATTERS**

Commissioner Snyder made a motion to reconvene into Open Session at 11:45 a.m., seconded by Commissioner Henriott and roll call as follows:

Commissioner Duncan	Yes
Commissioner Henriott	Yes
Commissioner Logterman	Yes
Commissioner Snyder	Yes
Commissioner Olson	Not Present

Commissioner Duncan made a motion to grant a payment bonus in the amount of \$3,000 to the Plant Supervisor and Collection Supervisor for 2018 in recognition of the extraordinary work performed by both. Commissioner Snyder seconded, and the motion unanimously passed.

**ADJOURN:** Commissioner Duncan made a motion to adjourn, seconded by Commissioner Snyder and the motion unanimously passed. The Regular meeting adjourned at 11:48 a.m.



Ron Henriott  
Secretary

APPROVED: January 8, 2019

PUBLISHED: January 17, 2019