

**SANITARY DISTRICT NO. 1 COMMISSIONERS MEETING
TOWN OF WILSON, SHEBOYGAN COUNTY, WISCONSIN
APPROVED MINUTES OF MAY 16, 2016**

CALL TO ORDER & DECLARATION OF OPEN MEETING: President Ehmann called the Sanitary District No.1 Commissioners Meeting to order at 5:30 p.m. Posting in accordance with open meeting law was confirmed by affidavit of posting and the meeting was declared an open meeting.

PRESENT: President Ehmann, Commissioners Nancy DesJardins, Tom Stoelb, Brian Hoffmann and Daniel Rostollan. Also in attendance, Secretary Georgene Lubach, Treasurer Julie Evans, Clerical Assistant Mandy Tran, Technician Tom Sanville.

PUBLIC COMMENT SESSION: President Ehmann called for Public Comment

NEW BUSINESS / APPOINTMENTS:

1. **Approval of draft minutes; May 02, 2016** - Motion by Stoelb, second by DesJardins to approve the May 02, 2016 meeting draft minutes. All members present voted aye, Rostollan abstained, motion carried.
2. **Maintenance related issues as presented by Tom Sanville and/or Otis Kiehl** – No report.
3. **Q&A Session with Steve Peterson of SEH regarding: SD1 2016 Goals & Pricing** – Review of outlined 7 Goals, in order of priority from highest to lowest. Stoelb outlines top 3 priority focus on: 1) Updating Emergency Response Plan, 2) Review of CMOM Report, and 3) Review of Indian Mound repair Plan. Sanville emphasizes immediate need for review and recommendation of system at Indian Mound, SEH suggests doing all 3 concurrently. Motion by Stoelb, second by DesJardins to approve top 3 prioritized tasks as noted by Stoelb on SEH 4/18/16 memorandum relating to Goals, specifically to proceed with review of Emergency Response Plan, CMOM report and Indian Mound repair plan concurrently, all present voted aye, motion carried.
4. **Motion/Resolution to approve 2015 CMAR annual report** – President Ehmann inquire about method and formula for calculating value in field 3.3, requests confirmation from Bryan Grunewald on preferred formula. DesJardins inquire about conformity of SD1 Emergency Response Plan to CMAR expectations. Current Emergency Response Plan in conformance as with prior year's plans. Efforts to improve on Emergency Response Plan ongoing. Motion by Hoffmann, second by Rostollan to approve 2015 CMAR Annual Report for SD1, all present voted aye, motion carried.
5. **Reports:**
 - a. **Clerical Assistant** – Tran reports draft 2015 CMOM Report ready for Commissioner comment, will take comments by email or in person. Electronic copy available upon request.
 - b. **Treasurer** - Sanitary District No. 1 balance sheet, cash balances and activity reports were presented. Note new bank policy to charge check processing at \$0.50 per check. Evans report this charge does not apply to SD1 as a non-profit making entity, but will require request by Treasurer each instance to reverse charges, bank has no automatic opt-out method to avoid charges on front end.
 - c. **Secretary** – Steve Pautz completed physical examination, CDL License will be paid by Sanitary District.
 - d. **Commissioners** – No report.
6. **Sanitary District No. 1 Disbursements** - Motion by Hoffmann, second by Stoelb to approve 5/16/16 disbursements – check numbers 2074-2088, for \$5,500.47, all members present voted aye, motion carried.

ADJOURN: Motion by Stoelb, second by Hoffmann, to adjourn at 6:11 p.m., all members present voted aye, motion carried.

Minutes Respectfully Submitted by: Mandy Tran, Clerical Assistant
Georgene Lubach, Secretary