

**SANITARY DISTRICT NO. 1 COMMISSIONERS MEETING
TOWN OF WILSON, SHEBOYGAN COUNTY, WISCONSIN
APPROVED MINUTES OF MAY 02, 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. Commissioner Brian Hoffmann excused delay, arrival at 5:44pm. Commissioner Dan Rostollan not present. Also in attendance, Secretary Georgene Lubach, Treasurer Julie Evans, Clerical Assistant Mandy Tran, Technicians Tom Sanville and Otis Kiehl.

PUBLIC COMMENT SESSION: President Ehmann called for Public Comment

NEW BUSINESS / APPOINTMENTS:

1. **Approval of draft minutes; April 18, 2016** - Motion by DesJardins, second by Stoelb to approve the April 18, 2016 meeting draft minutes. All members present voted aye, Hoffmann and Rostollan not present, motion carried.
2. **Bryan Grunewald of Schenk; Financial and Audit Report for fiscal year 2015** – Grunewald presented 2015 financial audit report with summary of status. SD1 financially on track. Segregation of duties had been maintained and should continue.
3. **Maintenance related issues as presented by Tom Sanville and/or Otis Kiehl** – Sanville reported that SD1 meter calibration completed. Readings somewhat high because meter not completely accurate to start. No adjustment to the meter as it's too old to be adjusted.
4. **Select date for Sanitary District No. 1 Meeting due to July 4th on a Monday** – Motion by Stoelb, second by DesJardins to move the SD1 Commissioner's meeting from July 4, 2016 to July 6, 2016 immediately following Town of Wilson meeting, all members present voted aye, Hoffmann and Rostollan not present, motion carried.
5. **Reports:**
 - a. **Clerical Assistant** – Tran reported that she aims to provide a completed draft of 2015 CMAR report for next meeting. A nearly completed draft copy of the SD1 2015 CMOM report is available for board review at SD office.
 - b. **Treasurer** - Sanitary District No. 1 balance sheet, cash balances and activity reports were presented.
 - c. **Secretary** – No report.
 - d. **Commissioners** – No report.
6. **Sanitary District No. 1 Disbursements** - Motion by DesJardins, second by Hoffmann to approve 5/02/16 disbursements – check numbers 2064-2073, for \$20,652.78, all members present voted aye, motion carried. Motion by Hoffmann, second by DesJardins to approve 4/13/16 payroll disbursements – check numbers 249-251, 50306 for \$1,039.50, all members present voted aye, motion carried. Motion by Hoffmann, second by DesJardins to approve payroll disbursements – check numbers 252-255, 50307 for \$2,099.13, all members present voted aye, Rostollan not present, motion carried.

ADJOURN: Motion by Stoelb, second by Hoffmann, to adjourn at 5:52 p.m., all members present voted aye, motion carried.

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