

**Madison Metropolitan Sewerage District
Commission Subcommittee on the
Executive Director Performance Review Process
Meeting of February 18, 2026**

Location: Virtual - Zoom

In attendance:

- Commissioners/Subcommittee members: Ezra Meyer, Ken Clark, and Brad Murphy
- District staff: Eric Dundee, Amy Deming, and Kassie Knapstad

Agenda

1. Call to Order (2:00 p.m.)

2. Approval of 1-21-2026 Meeting Minutes

Action: Motion by Commissioner Murphy, seconded by Commissioner Clark, to approve 1-21-2026 meeting minutes with formatting edits to the attendance section. Motion carried.

3. Discuss Executive Director Performance Goals

Summary: The subcommittee reviewed the proposed Executive Director 2026 goals, which align with the job description. The subcommittee affirmed that District staff should continue to report to the Commission on organizational projects, such as the ERP and various program updates, separate from the Executive Director performance review process.

Subcommittee Direction/Action Items:

- Edits were made in meeting to the goals document
- The subcommittee will present the 2026 Executive Director goals in open session at the March 12th Commission meeting.
 - Commissioner Meyer, Amy Deming, and Kassie Knapstad will draft the Commission Agenda Report (CAR), and attach the interim 2026 Executive Director Draft Goals document. The CAR will contain an update on the 2026 Executive Director Performance Review Process. (This CAR will also replace the memo discussed at the January subcommittee meeting.)
 - The draft CAR will be sent to the subcommittee for their review prior to the March 12th Commission meeting.
 - A closed session may be added to the Commission meeting to accommodate any discussion related to the Executive Director's performance. If the Commission's discussion stays focused on the goals, a closed session would not be needed.

4. Future Meeting Schedule and Topics

Summary: The next Executive Director Performance Review Subcommittee will be held on Wednesday, March 4, 2026.

5. **Adjourn**

Action: Motion by Commissioner Clark, seconded by Commissioner Murphy, to adjourn the meeting. Motion carried. The meeting adjourned at 3:09 p.m.