

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

Location: Virtual - Zoom

In attendance:

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

Agenda

1. Call to Order (2:01 p.m.)

2. Approval of 5-28-2026 and 07-06-2026 Meeting Minutes

Action: Motion by Commissioner Clark, seconded by Commissioner Murphy, to approve the 5-28-2026 and 07-06-2026 minutes. Motion carried.

3. Review and Approve Executive Director 2026 Q3-Q4 Goals

Summary: The subcommittee reviewed the draft of the Executive Director's 2026 Q3-Q4 Performance Goals document.

Subcommittee Direction/Action Items:

- The subcommittee advised staff to make the following updates to the goals document:
 - Move the milestone table to be directly below the introductory statement for each goal and the alignment piece before the milestones.
 - Goal #1: Strategic Plan Implementation
 - Update target completion date for the annual 3-Year Plan + KPI report to the second Commission meeting in October, so Commissioners can use the information to inform their response on the Executive Director's performance review survey. The annual review will reflect a 10-month period.
 - Goal #2: Workforce Planning and Organizational Structure
 - Update the language of line item #4 to "District staff support for 3-year plan projects, including the enterprise resource planning (ERP)". Remove the Human Capital Management (HCM) verbiage. Update the target completion date to December 2026.
 - Remove line item #5 because it already ties into line #4 based on the language change listed above.
 - Goal #3: Leadership Development for Effective Performance Management

- Remove line item #3 “Track 6-month strategic goals (July-December 2026) for divisions at the Executive Management Team (EMT) level”, since it is an internal function.
- Goal #4: Financial Management Modernization
 - Update target completion dates to line item #1 (October 30, 2026), line item #2 (May 2027), line item #3 (consultant onboarding April 2027/assessment Oct 2027), and line item #4 (End of 2026).
 - Update language in line item #3 to include “consultant onboarding/assistance” to assess current financial management practices and oversight structures to identify gaps and opportunities for improvement. Have recommendations available to guide the preparation of the 2025 budget.
 - Update language in line item #4 to include “receive recommendations from consultant by the end of 2026”.

4. Review and Approve Executive Director Coaching Extension

Summary: The subcommittee ran out of time for discussion. This topic will be tabled until the next meeting.

5. Future Meeting Schedule and Topics

Summary: The subcommittee’s next meeting will be held virtually via Zoom, on Wednesday, August 26, at 10 a.m. The Commission will hold its next closed session on the Executive Director Performance Review at the September 10 Commission meeting.

6. Adjourn

Action: Motion by Commissioner Clark, seconded by Commissioner Murphy, to adjourn the meeting. Motion carried. The meeting adjourned at 3:15 p.m.