

**MINUTES****REGULAR MEETING****January 21, 2014**

The Regular Meeting of the Lake Pewaukee Sanitary District (LPSD) was duly convened at the Administration Building on the 21<sup>st</sup> day of January. This meeting was properly noticed. Chairman Richard Nowacki and Commissioner Krause and Ruf were present. Also in attendance: Attorney James Ward; Accountant James O'Brien; Superintendent Thomas Koepp; and Recording Secretary, Rita Michaelson.

**Call to Order** – Chairman Nowacki called the meeting to order at 6:30 P.M.

**Citizens Request** –None

**Approval of Minutes** – Richard Nowacki requested a Motion to approve the Minutes as submitted from the December 18, 2013 meeting. Larry Krause so moved. John Ruf seconded. All said aye.

**Financial Report** –

-James O'Brien presented the financial statements for December and year end. He highlighted any variances in costs that affected the reports. A discussion was held on various budget items. A separate report was given on the Water Resource Fund summary of last year's activities. It was requested that a proposal be presented at the next meeting for this year's plans and what value the District would consider its participation is recommended to be. Following the above report Richard Nowacki requested a Motion to approve the December statements as presented and to approve the vouchers for payment. Lake (\$10,547.29) Sewer (\$103,692.07). Larry Krause so moved. John Ruf seconded. The motion passed unanimously.

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-Chairman Richard Nowacki made a Motion to accept the Annual Audit Engagement letter from Reilly, Penner & Benton to audit the financial statements of 2013 at a cost of \$7,800.00. Larry Krause so moved. John Ruf seconded. Motion carried.

Accountant James O'Brien presented the annual review of the Employee Procedures & Practices Handbook and a written summary of modifications which included the proposed changes that were discussed at the December 18, 2013 meeting. Following discussion, Chairman Richard Nowacki requested a Motion to accept the modifications as discussed. Larry Krause so moved. John Ruf seconded. Motion carried.

### **Legal Report**

- The superintendent gave an update on the status re the Sheehy's easement request on Peterson Drive (PWC 0930036). He presented a packet with additional information to the commissioners and asked that they review and give their recommendation at the next monthly meeting.

-Attorney Ward presented the final easement agreement for signatures regarding the Ogden property at Happy Hollow Road (DELT 809009.001).

-The Butler easement on Rocky Point Road has been postponed to the next meeting until we receive the appropriate easement documents.

**Unfinished Business**-Thomas Koepp reported on the status of the DNR grant and the tentative wetland property acquisition.

-Thomas Koepp gave a report on the status of all of the Districts Insurance policies coverage and carrier.

**New Business** –The superintendent presented an information packet re the request for annexation of DELT 0777996.001 & 0777996.002 to the district. Following a discussion, a

Motion was requested by Richard Nowacki recommending annexation of DELT077996.001 & DELT0777996.002 to LPSD by the Delafield Town Board with the execution of a LPSD approved developer's agreement. Larry Krause so moved. John Ruf seconded. Motion carried.

**Superintendent Report-**

*Sewer Report* – Informed the board that the sewer system at Crystal Springs Condominium sent in a plan to the state to review regarding the repair of their sewer system's multiple leaks, sags in the line, and other ongoing issues. They have requested the district to accept the system. This is a private system, and at this time he is not recommending to accept. The sewer tapes need to be reviewed.

*Lake Report* – Discussion was held regarding the sale of one of our older harvesters. The superintendent will discuss options with the interested party.

-Discussion was held regarding the possible purchase of a GPS Mapping System for one of our harvesters with a DNR grant share. At this time the board recommended that we further investigate its use. A demonstration will be scheduled and a cost benefit will be analyzed for potential future use.

**Next Meeting**-The next meeting is February 18, 2014 at 6:30 P.M. There being no further business brought before the board, Richard Nowacki made a Motion to adjourn at 9:25 P.M. All said Aye.

\_\_\_\_\_ John Ruf, Secretary

\_\_\_\_\_ Richard Nowacki, President

