

## **MINUTES**

## **REGULAR MEETING**

**March 20, 2018**

The Regular Meeting of the Lake Pewaukee Sanitary District (LPSD) was duly convened at the Administration Building on the 20th day of March. This meeting was properly noticed. President Ruf and Commissioners Gutenkunst, and Boland (at 6:37) were present. Also in attendance is Manager Thomas Koepp; Accountant James O'Brien; and Recording Secretary, Rita Michaelson.

**Call to Order** - President Ruf called the meeting to order at 6:30 P.M.

**Citizens Request** – None

**Approval of Minutes** – John Ruf requested a Motion be made to approve the Minutes as presented. John Gutenkunst made a Motion to approve the Minutes from the February 20, 2018 meeting. John Ruf 2<sup>nd</sup>. The Motion passed unanimously.

**Financial Report** – James O'Brien presented the financial statements for February. The accountant highlighted any cost variances that affected the reports. Following the discussion, John Gutenkunst made a motion to approve the February statements as presented and to approve the vouchers for payment. Lake (\$25,838.70) Sewer (\$84,750.44). John Ruf 2<sup>nd</sup>. The Motion passed unanimously.

**Legal Report** – None

**New Business** – Thomas Koepp reported that LPSD sent a letter to the WDNR, Village and SEWRPC formerly requesting a Dam Order change as well as a better plan of operation for the Village Dam and lake levels. To date he has not received a reply. He also requested that SEWRPC include the Pewaukee Lake Dam Order and lake levels in our Lake Management Report.

**Unfinished Business** – Thomas Koepp reported on the following:

- Woodridge Estates II – No update at this time.

-Thomas Koepp reported that there is not an update at this time re the Donna & Anthony Meyer (property owners) of DELT-0765994.001 and DELT0765996, N35 W38146 Taylors Woods Road, Lot 3 only.

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- Thomas Koepp reported there is no update at this time regarding the updated District map with a list of sewer downstream charges to others for the undeveloped properties.
- A letter was sent to Mr. & Mr. Kellahar, (PWC0933045) regarding the sewer easement conditions with a May 1<sup>st</sup> deadline. Also a letter will be sent to the owner of PWC0933046 regarding the retaining wall on our easement.
- The copy of Ordinance #101 that you received was updated to include any changes found by Chuck Anderson, Strand Engineering and Rita is in the process of verifying and digitally recording, all Ordinances, Resolutions and Policies. The Ordinance #101 will now be reviewed by Thomas Koepp and Attorney Erick Fabyan and updated if needed. Ordinance #102 & #103 are scheduled next to be verified and digitally recorded.
- James O'Brien presented additional modifications to include Jury Duty and delete Section A.3 Part IV regarding Holiday Pay Eligibility Requirements, of the Employee Procedures & Practices Handbook. Following discussion, Joseph Boland made a Motion to approve the modifications as presented. John Gutenkunst 2<sup>nd</sup>. The Motion passed unanimously.
- Thomas Koepp presented a preliminary cost comparison report between Ruekert & Mielke vs Strand Engineering regarding Lift Station Engineering Services Contract to refurbish and rebuild PS #3 & PS #7. Thomas Koepp requested authorization to sign a contract up to \$55,000 for engineering services. Following a discussion it was requested by the Board that the quote for the engineering services needs to be tightened up and in a lump sum cost format vs hourly basis, and the contingency costs should be reviewed. Thomas Koepp will get updated quotes and bring back to the board at the next meeting for further discussion.

**Manager's Report - Sewer Report** – Reported on his meeting with Strand Engineering regarding our facilities and garage space needs to protect our investments of lake and sewer equipment. Discussion was held regarding authorization for Strand Engineering to do a Space Needs Study. Joseph Boland requested that Tom Koepp prepare a report to define all space needs now and for the future.

- The repair to Lift Station #9 is completed at a cost of \$11,700. Thomas Koepp will be proposing a priority pumping station schedule for ( PS# 7,8,10,12,1 & 2) will be set up to do 2-3 stations a year within the next two years.
- Visu-Sewer is scheduled to start televising our system on April 9<sup>th</sup>. The cleaning of the pumping stations was completed last week by Environmental Services.
- Report on co-ordination issue with the Brookfield use of their dumping station for waste from cleaning the stations.
- Reported that an IT person from Ruckert-Mielke came to correct issues with Tom's computer and also give us recommendations on upgrading our computer systems, networking and storage. A new computer with an updated operating system needs to be purchased for the sewer R-Base (used for sewer & lateral locations), in order to finish the upgrade and bring the records up to date and also network with the other computers.
- **Lake Report** – The lake crew has been hired and only a few positions are left. Waiting to hear if any more employees from last year will be returning before completing the hiring.
  - In the process of bidding out the new transporters as we have received the WDNR advance on the grant.
- The big red truck will be taken to Badger Truck to make sure it is road worthy for the season.
- Lake equipment is scheduled to be put into the lake the 2<sup>nd</sup> week of April.

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**Next Meeting** - The next monthly meeting is April 24, 2018 at 6:30 P.M. There being no further business brought before the board, Joseph Boland made a Motion to adjourn at 8:15 P.M., John Gutenkunst 2nd.

All said Aye motion passed.

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Joseph Boland, Secretary

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John F. Ruf, President