

**MINUTES****REGULAR MEETING****November 15, 2016**

The Regular Meeting of the Lake Pewaukee Sanitary District (LPSD) was duly convened at the Administration Building on the 15th day of November. This meeting was properly noticed. Chairman Richard Nowacki and Commissioners Ruf and Gutenkunst were present. Also in attendance; Attorney Erick Fabyan; Accountant James O'Brien; Manager/Superintendent Thomas Koepp; and Recording Secretary Rita Michaelson

**Call to Order** - Commissioner Richard Nowacki called the meeting to order at 6:30 P.M.

**Citizens Request** – None

**Approval of Minutes** – Richard Nowacki entered a Motion to approve the Minutes as submitted from the October 18, 2016 meeting and the Special Meeting from October 26, 2016. John Gutenkunst so moved. All said aye.

**Financial Report** - James O'Brien presented the financial statements for October. The accountant highlighted any cost variances that affected the reports. Following the discussion, Richard Nowacki requested a motion to approve the October statements as presented and to approve the vouchers for payment. Lake (\$20,814.60) Sewer (\$130,603.11). Richard Nowacki so moved. John Gutenkunst seconded. The motion passed unanimously.

**New Business** – Accountant James O'Brien presented the annual review of the Employees Procedures & Practices Handbook and a written summary of modifications

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proposed for clarification and update to current regulations. Following discussion, Chairman Richard Nowacki requested a Motion to accept the modifications as discussed, removing number 1 and changing the verbiage per Attorney Fabyan. John Gutenkunst seconded. The motion passed unanimously.

**Legal Report -**

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

- Orthopedic Association of Wisconsin – The paving has been completed. Waiting for the DNR report of water usage for October. We still need a confirmation letter regarding the RUE calculations and water use. The attorney needs to verify the language on the easement. The accountant requested the certified cost prior to acceptance. The sewer system has not been approved yet.
- Woodridge Estates – Phase 1 & II - Following discussion, Richard Nowacki recommended a close out of the Letter of Credit for Phase I, upon receiving the Certified Cost of Sewer. John Ruf seconded. All said aye.
- Lake Management Plan by SEWRPC - Richard Nowacki commented that he would like all lands that LPSD purchased included in Section 9 and also identified on area maps that should be included.
- Rue Study – At this time we are still receiving reports from various commercial properties awaiting for the year end flows for further calculations.
- PWC 0894976. No report at this time
- Rue Project Permitting – Thomas Koepp and Attorney Fabyan will meet to discuss and prepare a plan.

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Waterways commission Grant- Thomas Koepp will gather the information needed to prepare the application for a grant from the Waterways Commission Grant to enable him to submit prior to their January meeting.

**Superintendent Report –**

*Lake Report* – All the equipment is out of the lake and everything is shut down for the season.

*Sewer Report*—The new Scada System Radios are now installed and transmitting. He explained how the new system is works and improvements. There are only a few minor issues that Ruckert Mielke will be here to tweak this week.

-The crew has finished flushing. They also replaced a new grinder pump on Peterson Drive.

**Next Meeting** - The next meeting is December 13, 2016 at 5:30 P.M. There being no further business brought before the board, Richard Nowacki made a Motion to adjourn at 8:42 P.M., John Gutenkunst moved, John Ruf seconded and all said Aye.

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

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