

**MINUTES****REGULAR MEETING****January 21, 2020**

The Regular Meeting of the Lake Pewaukee Sanitary District (LPSD) was duly convened at the Administration Building on the 21st day of January. This meeting was properly noticed.

Chairman John Ruf and Commissioners John Gutenkunst and Joseph Boland were present.

Also in attendance: Manager Thomas Koepp; Accountant James O'Brien; and Recording Secretary, Rita Michaelson.

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

**Citizens Request** – None

**Approval of Minutes** – J. Boland made a Motion to approve the Minutes from the December 18, 2019 meeting as presented. J. Gutenkunst 2<sup>nd</sup>. Motion passed.

**Financial Report** – -James O'Brien presented the financial statements for December which also included year end. The accountant highlighted any cost variances that affected the reports.

Following the discussion,

J. Boland made a Motion to approve the December statements as presented and the vouchers for payment . Lake (\$18,740.53) Sewer (\$149,817.01). J. Gutenkunst 2<sup>nd</sup>. The Motion passed.

Following a discussion, J. Ruf made a Motion to sign the engagement letter from Reilly, Penner & Benton LLP for the 2019 audit in the amount of \$9,200.00. J. Boland 2<sup>nd</sup> . Motion passed.

**Legal Report** – None

**Manager's Report** :

**Sewer Report**- The pump seal leak at PS #11 is due to impeller wear. Impellers are scheduled for replacement in the spring.

Computers will be upgraded next month by Brian Seefeldt, Ruckert-Mielke.

The skidster trailer is being refurbished at this time.

A meeting is set up for next week with Strand Engineering to discuss doing a sanitary sewer capacity analysis.

**Lake Report** – A letter was received from WE Energies regarding Wilson Island, will forward to commissioners.

**Unfinished Business –**

- Lake Management Plan by SEWRPC – Discussion was held regarding the edits that should be done to the plan along with suggestions for better clarification of certain sections. The deadline was set to February 14, to complete the review and send to SEWRPC.

- Lift Station Engineering Service Contract – A Motion was made by J. Boland to approve the proposal for the engineering of PS #2 & PS #4 from Ruckert-Mielke at a cost of \$31,500. J. Gutenkunst 2<sup>nd</sup>. Motion passed.

- Pewaukee Lake Dam Order & Lake Levels – T. Koepp reported on his meeting with SEWRPC regarding the spring/fall dam levels. Discussion on the possible purchase of equipment that would electronically measure levels only.

**New Business-** J. O'Brien, Accountant did a review of the current Employee Procedures & Practices which included the December 18, 2019 update of Section A.1, Part IV, "On call duty" changing the minimum from two (2) hours to three (3) hours included in the 2020 wage & benefit package. Further discussion was held regarding a review of the current disability insurance policies, and will be reported on at the next meeting.

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**Next Meeting** - The next monthly meeting is February 18, 2020 at 6:30 P.M. There being no further business brought before the board, Joseph Boland made a Motion to adjourn at 8:20 P.M. John Gutenkunst 2nd. The motion passed unanimously.

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Joseph Boland, Secretary

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John F. Ruf, President