

MINUTES

REGULAR MEETING

NOVEMBER 17, 2020

The Regular Meeting of the Lake Pewaukee Sanitary District (LPSD) was duly convened on the 17th day of November. This meeting was properly noticed. Commissioners John Gutenkunst and Joseph Boland were present. Chairman John Ruf attended via conference call. Also, in attendance: Thomas Koepp, Manager; James O'Brien, Accountant; and Recording Secretary, Rita Michaelsen.

Call to Order – Commissioner Joseph Boland called the regular meeting to order at 6:30 P.M.

Citizens Request – None

Approval of Minutes – J. Boland made a motion be made to approve the Minutes from the October 20, 2020 meeting as presented. J. Gutenkunst seconded. Motion passed.

Financial Report – James O'Brien presented the financial statements for October. The report highlighted any cost variances that may affect the budget. Following the discussion, J. Gutenkunst made a motion to approve the October statements as presented and the vouchers for payment. Lake (\$22,471.11) Sewer (\$263,425.86). J. Ruf seconded. Motion passed.

Legal Report – None

Manager's Report:

Lake – The lake equipment has all been pressure washed & shrink wrapped. The new SS barge is currently being worked on.

Sewer – We are resurfacing the scrap steel trailer. Some repairs were done on the flushing truck. Flushing of the system is complete for this year. Televising has been scheduled.

Several properties have not properly capped off per LPSD detail as requested. The properties will remain on the quarterly sewer billing until corrected.

Unfinished Business – - Lift Station Engineering Services Contract – The new proposal for PS #1 & PS #10 engineering fees from Ruekert & Mielke is \$35,384.00.

A discussion was held regarding the upsizing of the generators and louvers for PS #2 & PS #4, the cost to double the size is \$62,208, bringing the cost to \$115,915.00 with a credit for the current generators now in storage, in the amount to \$55,000 to be used on PS #1 & PS #10 upgrade.

Following the discussion, J. Gutenkunst made a Motion to approve T. Koepp, Manager to sign the \$115,915.00 change order under the condition Ruekert & Mielke will credit LPSD \$55,709.00 in engineering fees on future projects and the (2) generators will be insured along with a 2 year warranty starting upon future installation. J. Boland, seconded. Motion carries.

- Pewaukee Lake Dam Order & Lake Levels – T. Koepp reported that you can go online to lookup the lake level. Directions will be posted to the LPSD website.

- The Employee Procedure & Practices Handbook update – J. O'Brien, Acct. presented the summary and review of the updated handbook. Following the discussion, J. Gutenkunst, made a Motion to modify the Employee Handbook with the following changes: See attached. J. Ruf, seconded. Motion carried.

- French Properties – Koepp drafted a recommended change of the driveway design, (not move the sewer), Mrs. French agreed and passed it on the their engineer. Please remove from the agenda.

New Business – None

Next Meeting - The next monthly meeting is December 15th, 2020 at 6:30 P.M. There being no further business brought before the Board, Joseph Boland requested a Motion be made to adjourn at 8:37 P.M. J John Gutenkunst so moved. Joseph Boland seconded. Motion passed.

_____ Joseph Boland, Secretary

_____ John F. Ruf, President