

MINUTES**REGULAR MEETING****December 17, 2025**

The Regular Meeting of the Lake Pewaukee Sanitary District (LPSD) was duly convened on the 17th day of December. This meeting was properly noticed. Chairman John Ruf and Commissioners Joseph Boland and Jennifer Barker were present. Also in attendance: Attorney Erick Fabyan, CPA Kelli Belt, Thomas Koepp Manager, and Recording Secretary Rita Michaelsen.

Call to Order – Commissioner John Ruf called the meeting to order at 5:00 P.M.

Citizens Request – None

Approval of Minutes – J. Boland made a motion to approve the Minutes from the meeting of November 25, 2025, as presented. J. Ruf seconded. Motion passed.

Legal Report – None

Manager's Report:

Lake – T. Koepp reported that a lake barge is in the garage to be refurbished. All other machines have been winterized and wrapped. Currently working on the specs and bidding documents for a shore barge and transporter (WDNR grant items).

Sewer – T. Koepp reported that Visu-Sewer is currently televising the sewer system throughout the District. They are currently cleaning and televising Beach Road west to Oakton Road. There was a lot of grit and gravel from years of service.

Unfished Business –

- A discussion was held regarding the Developers Agreement with the City of Pewaukee (that includes Lake Pewaukee Sanitary District under Sanitary Sewer Section B), and the CBRF of Pewaukee (Assisted Living & Memory Care- 78 residential units) on Golf Road and Hwy G. T. Koepp explained how the RUES's are calculated.

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The attorney has sent the updated CBRF Developers Agreement for 78 beds to the Developers Attorneys. Fees would be based on 34 RUES, (200 gal/day).

When completed it would be metered and adjusted annually with using a Rue True-up.

- **Financial Report** – Kelli Belt, CPA, presented the financial statements for November. The report highlighted any cost variances that may affect the budget. Discussion was held on the current quote from Reilly, Penner & Benton for the annual audit to be done in February. The quote was signed and will be returned. Following the discussion, J. Boland made a motion to approve the November statements as presented and the vouchers for payment. Lake (\$5,098.58) Sewer (\$93,832.85). J. Barker seconded. All Aye, Motion passed.

Unfinished Business cont'd-

- We received a letter of approval from the WDNR for the PS #13 upgrade.
- Carl Spencer, WIN Technology, is currently working on an updated quote for a new phone system along with updating our internet, data protections and storage for our networking system.
- T. Koepp reported that the architecture and details are still going forward. At this time, we're looking at bid dates in late January or early February for the upgrade of the Pump Station Support Facility.
- T. Koepp reported that they are still working on the specs needed for the public bidding to refurbish three shore barges and purchase a transporter.
- CBRF – Developers agreement has been forwarded to the developer. They will still need an approval letter from SEWRPC, WDNR, and the City of Brookfield for the extension to our system before they can dig.
- T. Koepp reported that we are currently working on the bids for the refurbishing of shore barges and purchase of a transporter.
- T. Koepp presented the drawings of the lake building. The building will have an overhead crane with the capacity to put in a harvester for repairs

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New Business –

- Discussion was held regarding the Resolution LGIP Funds Transfer 2025-04. Before signing the Resolution, the board requested the CPA to report at the next meeting on how much it is insured before signing.
- Discussion was held regarding an update to the Boat House and Detached Building Policy. The Town and County are researching other policies and Ordinances from other communities and municipalities in Waukesha County
- The board was unable to discuss The Wage & Benefit package for 2026, along with 2025 retirement contribution due to being omitted on the agenda. A Special Meeting will be held on December 22, 2025, for these items, along with the Resolution LGIP Funds Transfer 2025-04.

Next Meeting – A Special Meeting will be December 22, 2025, at 6:00 P.M. The next monthly meeting is January 27, 2026, at 6:30 P.M. There being no further business brought before the Board; J. Boland made a Motion to adjourn at 6:36 P.M. J. Ruf seconded. Motion passed.

Joseph Boland, Secretary

John F. Ruf, President