

**Sanitary District No. 4
Regular Meeting - March 2, 2005**

The Regular Meeting of Sanitary District No. 4 – Town of Brookfield was held Wednesday, March 2, 2005, 4:00 p.m., in the Meeting Room of the Pump Station No. 3 facility, 150 South Barker Road, in the Town of Brookfield. Present at the meeting were: President Thomas Cole; Commissioners Frank Dombrowski and Alan Kopp; Superintendent Terry Heidmann; Attorney Mike Schober; and Deputy Secretary Sharon Bloom to record the minutes.

MEETING NOTICE VERIFICATION

On February 25, 2005 notice of this meeting was faxed; the addendum to the meeting was faxed on March 1, 2005 to the following newspapers: CNI Newspapers – Brookfield, The Milwaukee Journal Sentinel and the Waukesha Freeman. The Notice was posted by Sanitary District personnel on February 25, 2005, the addendum posted March 1, 2005, at the following locations: Sanitary District No. 4 Meeting Room; Mayrose Boulevard; Springdale & Davidson Roads; the Town Hall; Wisconsin Avenue; Catherine Court and Marx Park.

AUDIENCE PARTICIPATION

None.

APPROVE MINUTES OF FEBRUARY 17, 2005 REGULAR MEETING

Commissioner Dombrowski made a **MOTION** to approve the minutes of the February 17, 2005 Regular Meeting, as presented, seconded by Commissioner Kopp, voted on and passed unanimously.

DEFERRALS/TABLED ITEMS FOR DISCUSSION AND NECESSARY ACTION

Review policies and procedures and take necessary action

Commissioner Dombrowski made a **MOTION** to approve and adopt Section 300 - Leaves, as presented, seconded by Commissioner Kopp, voted on and passed unanimously. The commissioners and Attorney Schober proceeded to review the section on Employee Conduct. Their revisions are to be typed into a preliminary draft for Mr. Schober's review and then a final preliminary draft will be presented to the commissioners for the next Regular Meeting.

Sewer/Water Services North of Capitol Drive

No action taken.

Monthly Financial Statements

No action taken.

Eagles Nest Condominiums Project

No action taken.

Toldt Woods Easement

The Sanitary District is waiting for the signed easement agreement and a copy of a corporate resolution of the Board of Directors of Toldt Woods Inc. by which that Board of Directors has approved the terms and conditions of the easement, as recommended by Attorney Schober.

Madeline Square

The Sanitary District is waiting for the developer to return the signed easement agreement.

**Sanitary District No. 4
Regular Meeting - March 2, 2005**

Cross Connection Program

Attorney Schober said that he would review the Sanitary District's existing cross connection ordinance (copy to be faxed to him) and the sample ordinance provided to him by Mr. Heidmann. He will put together a revised cross connection ordinance for the Commission's review to include language that will allow the District to charge its industrial and commercial customers for their cross connection inspections.

Private Fire Protection - 17780 West Bluemound Road

Although the chief of the Town of Brookfield Fire Department originally considered requiring the owner of 17780 West Bluemound Road to install a fire hydrant as part of the fire protection line that was required as a result of remodeling in the building, the Sanitary District learned that the Chief's final decision was not to require one. Ultimately, a new lateral was installed to include both the domestic water use and the fire protection line; and the owner will abandon the original water lateral to the building. Although the Sanitary District had asked the Town for something in writing, stating the fire chief's final decision, the District has not yet received it. No action was taken.

Second Supplemental Development Agreement - Brookfield Creeks

Commissioner Dombrowski made a **MOTION** to approve the Second Supplemental Development Agreement with Brookfield Creeks LLC, relative to unmetered water flow into the owner's water softener and for the discharge of the owner's water softener into the sanitary sewer system. The motion was seconded by Commissioner Kopp, voted on and passed unanimously.

Public/Private Ownership of Water Mains and Sewer Mains/Laterals

No action taken.

Schedule of Regular Meetings in 2005

The next Regular Meeting was scheduled for Tuesday, March 22, 2005.

Vacation Requests

None.

DISCUSS AND TAKE NECESSARY ACTION RE: 2005 BUDGET

Commissioner Dombrowski made a **MOTION** to move this item to the Deferrals and Tabled Items on the next Regular Meeting agenda, seconded by Commissioner Kopp, voted on and passed unanimously.

DISCUSS AND TAKE NECESSARY ACTION RE: RENEWAL OF INTERMUNICIPAL AGREEMENT FOR EMERGENCY WATER SERVICE

Commissioner Dombrowski made a **MOTION** to authorize the deputy secretary to send a letter to the City of Pewaukee regarding the 10-year Agreement for Emergency Water Service between the (then) Town of Pewaukee's Sanitary District No. 3 and Sanitary District No. 4, which expired in 2004. The Sanitary District would like to know if the City is interested in renewing the agreement. The motion was seconded by Commissioner Kopp, voted on and passed unanimously.

**Sanitary District No. 4
Regular Meeting - March 2, 2005**

CORRESPONDENCE

1. SEWRPC's Regional Water Supply Planning Program Prospectus, dated September 2002 - **Noted**
2. Copy of email message to Philip Evenson, SEWRPC Executive Director, re: request for SD#4 to have some input with regard to groundwater issues and any related meetings - **Noted**
3. Town of Brookfield Meeting Notices:
Dated 2/25/05, for Town Board Meeting to be held 3/1/05 - **Noted**
4. Minutes from Town of Brookfield Town Board Meeting held 2/16/05 - **Noted**
5. Spring 2005 Town Tidings - **Noted**
6. Copy of Open Records Request from Town of Brookfield to City of Brookfield - **Noted**
7. Copy of letter, dated 2/17/05, from Rick Wenzel, FRWPCC, to Dave Werner, Fabri-Tech Inc., re: sampling results obtained by the City of Brookfield on sampling conducted at Fabri-Tech Outfall 01 on 1/26-27, 2005, showing compliance with permit - **Noted**
8. Copy of letter, dated 2/28/05, from Attorney T. Michael Schober, to Virchow Krause & Co., LLP, re: Virchow Krause's request for information relative to the Sanitary District during 2004 - **Noted**
9. Letter, dated 2/24/05 from SD#4 to property owner at 585 Long Beard Road, re: illegal connection to sanitary sewer system - **It was reported that the property owner is now in compliance.**
10. Original signed copies of intermunicipal agreement between City of Brookfield, City of New Berlin and SD#4 from Attorney Schober and from Renee Tadych, Deputy City Clerk, City of Brookfield - **Noted**
11. Notice for Brookfield Chamber of Commerce March "Business After 5" event - **Noted**
12. Notice of road reconstruction - Calhoun Road between Gebhardt Road and Bluemound Road - **Noted**
13. Email message, received 3/2/05, from Terry Tavera, re: flow monitoring analysis - **To be placed on next meeting agenda**

PAY BILLS

Commissioner Dombrowski said that he would like an agenda item added to the next Regular Meeting agenda in order to discuss petty cash, mileage reimbursement, etc.

Commissioner Dombrowski made a **MOTION** to approve payment of the presented vouchers in the amount of \$119,997.70. The motion was seconded by Commissioner Kopp, voted on and passed unanimously. That amount included the following payments:

\$ 3,312.91	Humana, Inc. - health insurance premiums for month of March
\$ 5,122.76	We Energies - monthly electric service
\$ 93,028.40	City of Brookfield - 4th quarter sewage treatment charges; excess loadings charges; O & M cost of money charge
\$ 1,387.00	Wisconsin Deferred Comp Program - contributions for period ending 2/26/05
\$ 2,636.79	Globe Contractors, Inc. - fire hydrant repair; investigate water leak
\$ 6,363.75	Ruekert & Mielke, Inc. - engineering fees

Sanitary District No. 4
Regular Meeting - March 2, 2005

DISCUSS AND TAKE NECESSARY ACTION RE: SANITARY DISTRICT'S
MANAGEMENT'S DISCUSSION AND ANALYSIS (MD & A)

Commissioner Dombrowski said that he would like to get an estimate as to what the cost would be to have the District's accounting firm, Virchow Krause, prepare its MD & A. This matter is to be placed on the next Regular Meeting agenda.

There being no further business, Commissioner Dombrowski made a **MOTION** to adjourn the meeting, seconded by Commissioner Kopp, voted on and passed unanimously. President Cole closed the meeting at 7:15 p.m.

Respectfully submitted,

Sharon K. Bloom
Deputy Secretary