

PROCEEDINGS OF THE CENTRAL BROWN COUNTY WATER AUTHORITY

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Central Brown County Water Authority** was held on Wednesday, May 18, 2011, at the DePere City Hall Board Chambers, 335 South Broadway, DePere, WI

Present: Allouez – Berndt, Bellevue - Oppenheimer, DePere-Delo, Howard-Bartelt,
Lawrence – Trembl, Ledgeview-Burdette
Also Present: Dave Vaclavik – Manager
Gary Rosenbeck-McMahon

The meeting was called to order by President Delo at 3:02 p.m.

Roll Call:

Call the roll for attendance. Roll call was taken as noted above.

Approval of Agenda:

Approve Agenda

**Motion made by Howard and seconded by Bellevue to approve the agenda.
MOTION APPROVED UNANIMOUSLY**

Approval of Minutes:

Approve Minutes: April 20, 2011

**Motion made by DePere and seconded by Bellevue to approve the minutes.
MOTION APPROVED UNANIMOUSLY**

Appearances:

1. None

Administrative Actions & Reports:

1. Consideration of Changes to Investment Policy:

The Manager reported that contact with local banks to determine current CD rates resulted in conversations with two investment firms – Dana Investment Advisors and J. P. Morgan Asset Management. J. P. Morgan no longer accepts new investors and, therefore, recommends a Treasury and Agency Fund – specifically, the Dana Limited Volatility Fund, who invest in government backed securities. He explained that as investments are not usually held to term, it may be technically possible to lose principal based on the discount of premiums to face value paid/received at the time of transaction. Information has been forwarded to Vicki Hellenbrand at Baker Tilly for her opinion. Vaclavik indicated that his initial inclination is to move \$3-\$3.5 million into the Dana account from Wells Fargo where it is currently receiving approximately .2% interest. He would then monitor other investments with Wells Fargo in individual securities. In addition, he suggests retaining approximately \$1 million among local institutions when there are good short term CD rates. The consensus of the Board was for the Manager to proceed.

2. **Financial Reports:**

The Manager addressed Balance Sheet figures as of 4-3-2011, along with the Profit & Loss Statement covering January – April 2011. Baker Tilly will present their audit report at the June meeting and have also been asked to identify funds which are in excess of fund requirements. Vaclavik reported that at this time there is a positive cash flow. A debt service payment in the amount of \$3 million will be paid at the end of May.

Motion by Ledgeview, seconded by Howard to approve the Financial Reports as presented. MOTION APPROVED UNANIMOUSLY

3. **Pay Authorizations/Vouchers:**

Vouchers were reviewed and recommended for payment. Those specifically highlighted included Baker Tilly audit charges, Manitowoc County Highway Commission for sinkhole problems, along with a wire transfer/payment to Associated Wealth Management which will be made on June 1st for debt service.

Motion by DePere, seconded by Lawrence to approve Pay Authorizations/Vouchers as presented. MOTION APPROVED UNANIMOUSLY

Technical Committee Recommendations

1. **Recommendation of Consultant Selection for Optimization Plan:**

On May 10th presentations were heard by the Technical Committee from SEH and McMahon regarding an optimization plan. An additional meeting will be held tomorrow Thursday, May 19th to further discuss. Recommendation from that meeting will go to the June Technical Committee meeting and then on to the Board.

2. **Water Issues at 2753 Heritage Road:**

The Manger reported that he received a call from Don Billings at 2752 Heritage Road. Mr. Billings explained that water is flowing from the valve box adjacent to his driveway and additional water is coming up through the surface of his drive. This moisture has made his drive unusable for tractor access to his fields. McMahon was contacted and have determined that water appears to be following the water main trenches form the CBCWA and Ledgeview water mains down a hill, coming out at a low point at the Mr. Billings' driveway. McMahon will continue to monitor this issue and report back.

3. **Lowering of Bridge Deck in Town of Glenmore:**

Vaclavik reported that he received a call from Pat Kolarik, new Chairman for the Town of Glenmore regarding the CBCWA water main and a bridge crossing/box culvert on Pine Grove Road. The Town has been informed by the State that they must lower the amount of fill over the structure or post weight limits on the crossing. Because the water main of the CBCWA is adjacent to this site, there are concerns about maintaining adequate cover. McMahon has reviewed the situation and indicate that in order to accomplish this, two manhole structures will need to be lowered at an estimated \$10,000 cost. Vaclavik suggested that an offer be made to the Town that either the CBCWA lower the manholes or that the Town be given the cash equivalent. Sarah Burdette indicated that Ledgeview has mutual areas of maintenance on this road and will be meeting with Glenmore to discuss this further. The Manager will discuss further with legal counsel.

Project Update and Status Reports:

1. **Engineer's Report:**

Gary Rosenbeck of McMahon highlighted the following activities during the last reporting period:

- GIS System Development – Approval has been given to the locating service for field work (Excel Engineering) and work is expected to begin this spring.
- Corrosion Inspection Services – A purchase order has been issued to Cathodic Protection Management in the amount of \$18,200. Work is expected to begin after the Memorial Day weekend.
- Leak Detection – McMahon and MPU are working on protocols for beginning a leak detection program on the 48” pipeline under the guidance of Attorney Kobza. Testing will be done by M.E. Simpson in sections. Rosenbeck suggested that an operator’s meeting be held so that all communities understand the testing process. He will report on a final plan

2. Manager’s Report:

Vaclavik highlighted activities during the last reporting period:

- Operator’s meeting was held with MPU at which time it was announced that MPU has lost 60% of their flow with the closing of the Budweiser plant. Language in the contract with the CBCWA will be reviewed regarding their involvement in this matter.
 - 2012 Rate Case – MPU has revised their rate filing for 2012. It has been received and will be reviewed with Mr. Kothari and Attorney Kobza.
 - Peak Hour vs. Average Day Flow Rates were distributed and are as follows (April 2011)

Allouez –	3.39
Bellevue –	1.65
DePere –	1.75
Howard –	2.35
Lawrence –	6.59
Ledgeview –	4.70
- President Delo asked for a verification of totals and the Manager agreed to follow up with this information.
- Chlorination with the Ledgeview system is under review.
 - Litigation – A trial date with Dorner-Joski has been rescheduled for May 19th. CTE-AECOM has chosen Davis & Kuelthau as their new legal representation. (To be further discussed in Closed Session to follow).

New Business:

1. None

Old Business:

1. None

Closed Session:

The Board may go into closed session to discuss pending litigation pursuant to Wisconsin State Statute 19.85 (1)(g) conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. The Board will then reconvene back into open session.

Motion by DePere, seconded by Bellevue to enter into Closed Session at 3:35 p.m.

Roll Call: All Present. MOTION APPROVED UNANIMOUSLY

Motion by Bellevue, seconded by Lawrence to return to regular order of business at 4:05 p.m. Roll Call: All Present. MOTION APPROVED UNANIMOUSLY

Next Meeting:

1. **Suggested Agenda Items for Next Meeting June 7, 2011:**

Motion made by Bellevue and seconded by De Pres to adjourn at 4:06 p.m.

MOTION APPROVED UNANIMOUSLY

Respectfully Submitted,

Rae G. Knippel
Recording Secretary