

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, September 21, 2011, at the DePere City Hall Board Chambers, 335 South Broadway, DePere, WI

Present: Allouez – Berndt, Bellevue - Balke, DePere-Delo,
Lawrence – Treml, Ledgeview-Burdette
Excused: Howard
Also Present: Dave Vaclavik – Manager
Gary Rosenbeck, McMahon, Inc

The meeting was called to order by President Delo at 1:30 p.m.

Roll Call:

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

Approval of Agenda:

Approve Agenda

Motion made by Allouez and seconded by Bellevue to approve the agenda.

MOTION UNANIMOUSLY APPROVED

Approval of Minutes:

Approve Minutes: August 17 & September 1, 2011

Motion made by DePere and seconded by Allouez to approve the minutes.

MOTION UNANIMOUSLY APPROVED

Appearances:

1. None

Administrative Actions & Reports:

1. **Emergency Services Inquiry:**
The Manager indicated that Craig Berndt was contacted by the Village of Denmark regarding connection to the CBCWA system for emergency back-up protection. At this time a brief investigation is being conducted to assure there would be no negative impact on the Authority. There is enough capacity to offer this service to Denmark and the Manager is suggesting a “readiness to serve charge”, similar to what was offered to Hobart. An engineering investigation would be required by Denmark to determine what is needed to connect. No objections were voiced by the Board and Vaclavik was directed to move forward in discussions with Denmark.

Berndt explained that because Land O’ Lakes has shut down their well, they are taking more water from the Village. Denmark is expected to be directed by the DNR to provide additional back up capacity, thus the interest in what the Authority can offer them.

2 **Proposed Revisions to Investment Policy:**

Manager Vaclavik reported that M&I Bank/BMO Financial have provided a review of the current investment policy, suggesting minor changes for clarification. Vaclavik indicated he has received no comments from either Ehlers or Baker Tilly and is comfortable that changes are within state statute.

Motion made by DePere, seconded by Ledgeview to approve changes to the Investment Policy with the condition that no negative comments are received from Ehlers or Baker Tilly. MOTION UNANIMOUSLY APPROVED

3. **Investment of CBCWA Funds – Resolution:**

The Manager explained that M&I Trust requires a resolution authorizing someone to initiate investment decisions. The resolution includes language which requires compliance with investment policies, verbal approval by a Board officer, and confirmation to the full Board by e-mail within one business day of any related actions. In addition, the agreement authorizes Board officers to serve as additional account representatives.

President Delo noted that the resolution includes specific names, rather than position (Authority Manager), indicating if changes are made in position the document would need to be redrafted. Consensus was to amend.

Motion made by Allouez, seconded by Bellevue to approve as amended. MOTION UNANIMOUSLY APPROVED

4. **Adoption of CBCWA Grievance Procedure:**

Wisconsin State Law requires that a Grievance Policy be adopted by October 1, 2011. The Manager presented a version of the short form policy prepared for the League of Wisconsin Municipalities.

Motion made by DePere, seconded by Ledgeview to approve. MOTION UNANIMOUSLY APPROVED

5. **Employment Agreement with CBCWA Manager:**

The Manager reported that a draft has been sent to President Delo. No action at this time.

6. **Financial Reports:**

Reports for August were reviewed. The Manager explained that Attorney Kobza and Vicki Hellenbrand are in the process of making modifications to the balance sheet related to the cost of the MPU plant improvements as a CBCWA asset. In addition, journal entries will be made to adjust the construction work in progress number as it appears to be overstated.

Motion made by DePere, seconded by Lawrence to approve. MOTION UNANIMOUSLY APPROVED

7. **Pay Authorizations/Vouchers:**

Pay authorizations/vouchers were reviewed and recommended for payment. The Manager explained that the voucher from ME Simpson is for leak protection work, and the one from Hach is for a three year annual service contract, and for chlorination residual chemicals which have been purchased.

**Motion made by Lawrence, seconded by Allouez to approve.
MOTION UNANIMOUSLY APPROVED**

Technical Committee Recommendations:

1. **Recommend that the Authority pay \$1,000 toward the paving of the driveway at 629 N. Packer Drive, in Francis Creek subject to receipt of a signed settlement agreement and waiver of any future claims:**

Discussion by the Technical Committee resulted in a recommendation that the Authority pay the property owner at 629 N Packer Drive in Francis Creek \$1,000 (50% of the repair cost) toward paving to alleviate draining issues on his property. They recommend this payment be made subject to the receipt of a waiver of any future claims.

Motion made by DePere, seconded by Ledgeview to approve payment (50% of the cost, or \$1,000, whichever is less) toward the paving of the driveway at 629 N. Packer Drive in Francis Creek subject to receipt of a signed settlement agreement, a waiver of any future claims, and a receipt of invoice for corrective work.

MOTION UNANIMOUSLY APPROVED

Gary Rosenbeck indicated that although there have been no future claims, there will be repair to a ditch in this same vicinity as a cable duct is being exposed due to erosion. He is working with Manitowoc County on this issue.

Vaclavik indicated there has been an additional claim from a resident of Ledgeview who reports water coming up in a driveway. Because of a wet spring, action was deferred for a year.

Project Update and Status Reports:

1. **Engineer's Report:**

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

- GIS System Development - Excel Engineering is 80% complete with locating of facilities.
- Corrosion Inspection Services - Northern Protection Management has submitted a report regarding their assessment of the steel pipeline which includes a recommendation for cathodic protection. The report has been forwarded to legal counsel for review. This cost has been included in the 2012 budget.
- Leak/Pressure Testing – Contracts G, I & C were completed by ME Simpson at the end of August. Phalanges and rubber gaskets on the 48" pipeline were found to be secure with no leakage. However, pressure testing on the 48" pipeline (Contract G) did have two segments where the leakage testing did not pass.
- Air Relief Valves – Changes to valves at the Ledgeview and Bellevue stations are in design.
- System Optimization Study – Rosenbeck indicated he is reluctant to move ahead with this study using historical data as the City of DePere has changed their operational plan and their way of taking water. In addition, MPU has lowered the operational pressure at the pump station to reduce the pressure that is being provided into the system.

2. **Manager's Report:**

David Vaclavik highlighted items from his written report including:

- Pressure Reduction at Ledgeview – Operating protocol to lower pressure in the 48" transmission main at Ledgeview has been approved by the WDNR and implementation began last week.
- Joint Chemical Purchase – The possibility of MPU joining with Green Bay and Oshkosh to make joint chemical purchases is under discussion and information is being compiled.

- Claim for Sewer Lateral Repair at 1115 Grant Street – This collapse appears to have been caused by material settlement within the water main trench. The property owner has submitted a claim to the insurance company for investigation and processing.
- Drain Tile at Shoto Road – MPU has repaired the drain tile which appears to have been damaged by the fiber optic cable installer. Final cost was \$975.90

In addition, the Manger reported that he is working with MPU and Ruckert-Mielke to develop a rate structure which meets contractual requirements and also satisfies the PSC

Announcements:

- HD Supply & Sensus Meters – A live demonstration will be given from 9:30 a.m. to noon on Tuesday, October 11th at the Allouez Village Hall prior to the Technical Committee meeting at 1:30 p.m.

New Business:

1. None

Old Business:

1. None

Next Meeting:

1. **Suggested Agenda Items for Next Meeting October 19, 2011:**

Motion made by DePere, seconded by Allouez to adjourn at 3:45 p.m.

MOTION APPROVED UNANIMOUSLY

Respectfully Submitted,

Rae G. Knippel
Recording Secretary