

## **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, July 20, 2011, at the DePere City Hall Board Chambers, 335 South Broadway, DePere, WI

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**Present:** Allouez – Berndt, Bellevue - Oppenheimer, DePere-Delo, Howard-Bartelt,  
Lawrence – Treml, Ledgeview-Burdette  
**Also Present:** Dave Vaclavik – Manager  
Jim Bartzen -Boardman Law Firm

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The meeting was called to order by President Delo at 3:00 p.m.

### **Roll Call:**

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

### **Approval of Agenda:**

Approve Agenda

**Motion made by Bellevue and seconded by DePere to approve the agenda.**

**MOTION APPROVED UNANIMOUSLY**

### **Approval of Minutes:**

Approve Minutes: June 14, 2011

**Motion made by Bellevue and seconded by Ledgeview to approve the minutes.**

**MOTION APPROVED UNANIMOUSLY**

### **Appearances:**

1. None

### **Administrative Actions & Reports:**

1. **Participation in MPU Rate Case Development and Analysis in an amount not to exceed \$7,500:**

Manager Vaclavik reported that a meeting was held with MPU to discuss their pending rate case. It was concluded that jointly hiring a rate expert to assist in preparing rate procedures and cost allocations would serve both. A quote has been received from Municipal Economics & Planning (Reukert/Mielke) in the amount of \$15,000. Vaclavik suggested that the Board approve 50% of this amount, or \$7,500.

**Motion made by DePere and seconded by Allouez to approve participation in the MPU Rate Case Development and Analysis in an amount not to exceed \$7,500.**

**MOTION APPROVED UNANIMOUSLY**

2. **Confirm Purchase Order with Great Lakes TV Seal, Inc. for time and materials effort to pressurize and monitor 48" pipeline on Contract H for leak detection effort. Projected cost not to exceed \$7,500:**

Leak testing of the 48 inch pipeline (Contract H) is being conducted by Great Lakes TV Seal, Inc. They will pressurize the system so that ME Simpson can monitor leaks at test pressures. The Manager requested that the Board to approve a purchase order on a time and materials basis, estimating the cost to be under \$7,500.

**Motion made by DePere and seconded by Howard to approve the Purchase Order with Great Lakes TV Seal, Inc. for time and materials effort to pressurize and monitor the 48” pipeline on Contract H for leak detection effort not to exceed \$7,500.**  
**MOTION APPROVED UNANIMOUSLY**

3. **Investment of CBCWA Funds:**

After a presentation by Dana Investment Advisors at the June meeting, the Manager is recommending that \$4 million be moved to Dana, maintaining adequate funds for the December bond payment. This amount represents approximately half of the current required debt service reserve and could be increased at a later date. As it may be a good practice to divide funds between two investment groups, the Manager is meeting with M&I Bank to discuss what options they might offer. He will report back at the August meeting.

**Motion made by Allouez and seconded by Ledgerview to approve investment of \$4 million of CBCWA funds to Dana Investment Advisors. MOTION APPROVED UNANIMOUSLY**

4. **Financial Reports:**

Financial reports including Balance Sheet, Profit & Loss, and Budget vs. Actuals were highlighted by the Manager. He reported that several accounting changes have been made subsequent to the audit as well as fund transfers to bring the balance of restricted and unrestricted funds to a where they more accurately reflect fund requirements.

**Motion made by Bellevue and seconded by Lawrence to approve financial reports. MOTION APPROVED UNANIMOUSLY**

5. **Pay Authorizations/Vouchers:**

Pay Authorizations/Vouchers were recommended for payment. Discussion of litigation expenses with the Boardman Law Firm are expected to be higher in 2012 and that amount is reflected in the budget. Treml asked for a further breakdown of these expenses.

**Motion made by Bellevue and seconded by Lawrence to approve Pay Authorizations/Vouchers. MOTION APPROVED UNANIMOUSLY**

**Technical Committee Recommendations**

1. **Recommend Approval of Contract with McMahon, Inc. for engineering services associated with the replacement of four (4) vacuum relief valves, installation of a new vacuum relief valve and addition of pressure relief valves (including discharge system for vented water) at connection stations BE-1 and LW-1. Amount not to exceed \$21,000.**

The purpose of this Task Order is to implement two of the recommendations of the CDM study, those being 1) replacement of existing vacuum relief valves at 4 locations and the addition of a vacuum relief valve at one location, and 2) installation of pressure relief valves at the BE-1 and LW-1 connection stations. The recommendation of the Technical Committee is to approve.

**Motion made by DePere and seconded by Allouez to accept the recommendation of the Technical Committee and approve the contract with McMahon Inc for engineering services associated with replacement of four vacuum relief valves, installation of a new vacuum relief valve, and addition of pressure relief valves (including discharge system for vented water) at connection stations BE-1 and LW-1 not to exceed \$21,000. MOTION APPROVED UNANIMOUSLY**

**Project Update and Status Reports:**

**1. Engineer's Report:**

A written report from the engineer was submitted for review. The following activities were highlighted:

- Pressure Testing/Leak Testing of 48 inch pipeline in Contract H (see above #2)
- GIS Development – Excel Engineering has completed field locating of the 48 inch pipeline and is starting work in Ledgerview on the remainder of the system. McMahon is integrating their data into the GIS system as it is obtained. Completion is estimated within 3 months.
- Corrosion Assessment of 48 inch Pipeline – Field work has been completed and a draft report expected within the next week. The report will provide a detailed cost estimate for the installation of an induced current cathodic protection system, in addition to an opinion as to the need and urgency for its installation to protect the 48 inch steel pipeline.
- Air Release Valve Replacement & Pressure Relief Valves – A proposal for Engineering Services for Design, Bidding, and Construction Management of a project, as recommended by CDM, was addressed.

**2. Manager's Report:**

Vaclavik highlighted activities during the last reporting period:

- Met with Bill Nabak at Green Bay Water to discuss mutual cooperation in regard to possible joint purchase of chemicals, and the provision of a back-up water supply. Nabak was interested and McMahon will contact Green Bay Water to discuss the optimization study and the evaluation of potential service inter-connects between the two systems. In addition, meters and meter reading was discussed. Green Bay is now about 3/4<sup>th</sup> of the way along in upgrading to a radio read system. Several members of the CBCWA are considering similar systems and a coordinated purchasing effort may be possible as well as the possibility of having Green Bay Water provide central processing and billing under contract. Badger Meter is being asked to make a presentation at an upcoming Technical Committee meeting to provide information related to their system.
- AE-COM – A call was received from Tony Bouchard at AE-COM requesting a meeting (August 3<sup>RD</sup>) to discuss claims and a possible common ground to resolve differences.
- CIP – As part of the 2012 budget process, long term CIP will be evaluated based on results of the optimization study. Projects being considered include installation of energy recovery equipment at the pressure reducing station, corrosion protection, and possible system storage. Vaclavik indicated that projects may be deferred giving the Authority more flexibility in managing its rates through 2015. A proposed CIP will be presented at the August Board meeting.

- Budget – a preliminary draft was presented to the Technical Committee at their last meeting. The committee has requested that every effort be made to hold the rate to the same level as the 2011 rate. Deferral of the CIP (above) may allow this.
- Meter Systems – As a number of members are investigating upgrading to an automated meter reading system that would eliminate the need for in-field personnel, a presentation from Sunsus was held at the June committee meeting. A similar meeting will be scheduled with Badger Meters. Vaclavik indicated that working collaboratively with either Green Bay or Appleton could have price advantages.

Items highlighted related to Operations included pressure reduction at Ledgeview; proposal for maintenance of chlorinators with Hach Company, joint chemical purchases with MPU; lowering of bridge deck in Town of Glenmore; valve exercising; pending claim for sewer lateral repair on Grant Street; and drain tile at Shoto Road. Other Administrative items included Act 10 requirements; turbine generator project; Bellevue water main transfer; and conservation funds.

**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 made by DePere, seconded by Bellevue to move into closed session at 3:32p.m.**

**Roll Call: All Present. MOTION APPROVED UNANIMOUSLY**

**Motion made by Bellevue, seconded by Howard to return to regular order of business at 3:45 p.m. Roll Call: All Present. MOTION APPROVED UNANIMOUSLY**

**Next Meeting:**

1. **Suggested Agenda Items for Next Meeting August 17, 2011**

**Motion made by Bellevue and seconded by Howard to adjourn at 3:45 p.m.  
MOTION APPROVED UNANIMOUSLY**

Respectfully Submitted,

Rae G. Knippel  
Recording Secretary