

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, February 20, 2008, at the DePere City Hall – 2nd Floor - 335 South Broadway, DePere, Wisconsin

Present: Allouez, Berndt-Kopish; Bellevue-Oppenheimer; DePere-Delo; Howard-Felmer; Lawrence-TremI

Excused: Ledgeview

Also

Present: Dave Vaclavik/Barbara Grant – Public Management Partners
Gary Rosenbeck-McMahon Associates

The meeting was called to order by President Carlene Felmer 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 DePere and seconded by Lawrence to approve the agenda. MOTION APPROVED UNANIMOUSLY

Approval of Minutes:

Approve Minutes – February 6, 2008

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

Appearances: None Scheduled

Administrative Committee Recommendations:

1. Water District Survey Responses:

Mr. TremI reported that as survey responses come in, Ms. Grant has been asked to review them, sort what is pertinent, and e-mail to committee members for review. Review of responses will be on the next agenda of the Administrative Committee.

2. Updates:

a. **Allouez Claim:** Ms. Grant indicated that follow-up on this claim is expected from Attorney Kobza shortly.

b. **2007 Audit:** Virchow Krause has rescheduled their audit meeting to Tuesday, March 18th at 9 a.m.

3. Financial Reports:

Reports were reviewed and nothing remarkable reported.

4. Pay Authorizations: Vouchers

Ms. Felmer reported that two lists of vouchers were presented, with the first consisting of invoices from Bellevue Water Utility, Boardman Law Firm, the Town of Ledgeview, Leonard & Finco, McMahon, MPU, PMP, Virchow Krause, and Word Works Transcription.

Mr. Trembl pointed out that the Administrative Committee discussed the invoices and suggested the following changes:

- Boardman Law Firm - Delete amount of \$7,558.50 as it was approved at the last meeting.
- McMahon – Hold payment of \$5,982.66 until Emergency Response Plan is complete and questions are answered relative to scope of services.
- Ledgeview – Change payment from Town of Ledgeview to Ledgeview Sanitary District. It was also suggested that payment be held until it is determined whether this figure represents the budgeted amount or is over, and for a better understanding of the calculations relative to shared expenses.

A second list of invoices was reviewed from the Village of Allouez, the Village of Bellevue, Michels Pipeline, SJ Louis Construction, and TelCom Construction. All were recommended for payment.

Motion made by Howard and seconded by Allouez to accept the recommendation of the Administrative Committee to pay the vouchers except for that of the Boardman Law Firm which was previous approved; to hold payment to McMahon in the amount of \$5,982.50 until further information relative to scope of services for the Emergency Response Plan is received; and to change payment from the Town of Ledgeview to the Ledgeview Sanitary District and for further information relative to budget and calculations of shared expenses. MOTION APPROVED UNANIMOUSLY

Technical Committee Recommendations:

Mr. Vaclavik highlighted discussion of the committee meeting held on 2/18/08:

1. Replacement of Transfer Box at Hobart Pump Station:

The transfer box which connects the reserved generator was essentially “fried” when it got wet. It had been installed outside, although was intended for inside use. At this time Hobart has no back up power at the pump station. To move it outside involves changing the panel, etc. which is estimated at a cost of \$6,000. To totally replace it, could cost up to \$50,000. Mr. Delo asked that inspection and permit records be requested.

2. Operator’s Meeting:

It was decided to wait on any future operator’s meetings until the weather improves as travel is involved.

3. Chlorination Equipment for Ledgeview:

The invoice for this equipment is not yet complete and will be brought forward when available.

4. MPU – Outstanding Issues:

There was a meeting held earlier today at which time the list of outstanding issues was reviewed. Mr. Vaclavik will continue to update.

5. Design Alternatives for Air Release Valves and Structures:

The Technical Committee is reviewing alternatives as presented by McMahon for air release valves and structure design. Because of the volume of valves involved, the project may be phased over a three year period. The Technical Committee will continue to review.

6. Emergency Response Plan Contract and Status:

Discussion will continue at the next Technical Committee meeting.

7. Project Progress and Status Record:

a. **Corpro** – Have been available to work on projects during the last two weeks.

b. **Project Close-Out Status:** (See Engineering Report below)

i. **Dorner, Inc.**

ii. **PTS**

iii. **Michels**

iv. **Jossart**

v. **SJ Louis**

c. **Other:**

The Technical Committee has cancelled their meeting on March 3rd and will not meet until Monday, March 17th.

8. Contractors and Vendor Change Order Requests:

a. **Change Orders for any or all contracts may be presented at the meeting if ready for consideration and action:**

No Change Orders presented at this time.

Project Update & Status Reports:

1. Engineer's Report:

Mr. Rosenbeck reported that he continues to work on closing out contracts.

2. Manager's Report:

Mr. Vaclavik indicated that he would like to begin conversation on buy in rates with future customers. The agreement, as written, requires that anyone joining the Water Authority is required to buy in as if they had been a customer from day one. He stated he would like to review current utility practices in other areas with the intent to discuss possible amendment to the current contract.

Mr. Delo, however, stated he preferred to wait until issues with the system are resolved before encouraging potential customers. It was suggested the item be put on a future agenda.

Ray Kopish arrived 3:30 p.m.

When asked for the status of the scaling of meters, Mr. Vaclavik reported that the scaling adjustment has been completed on two meters found to be reading incorrectly, one in

Lawrence and one at DP-5. Rob Michaelson has retained M.E. Simpson to do meter testing which is projected for completion the end of March.

Given that the Technical Committee will not have a meeting on March 3rd, it was suggested that the Administrative Committee and Board also cancel their scheduled meeting for March 5th, with a plan to meet on March 19th.

Ms. Grant stated that this will affect payment of the WPS bill and other utility bills, asking for review of the policy related to payment of utility bills. As Board meetings scale down to one time a month, she stated that utility bills may need to be pre-authorized. This policy review will be on the next agenda. At this time, Ms. Grant was directed to pay the WPS bill.

Closed Session: The Board may go into closed session to discuss the implementation of liquidated damages, change order negotiations and/or negotiation of engineering contract amendments, claims and contract time extension pursuant to Wisconsin State Statute 19.85 (1)(e), deliberating or negotiating the purchase of properties, the investing of public funds, or conducting other specified business, whenever competitive or bargaining reasons require a closed session. The committee will then reconvene back into open session. No Closed Session held.

Old Business – none **New Business** - none

Future Agenda Items:

Next Meeting: Wednesday, March 19, 2008 – 3 p.m., DePere City Hall

Agenda: Update on Status of Litigation Policy
Pre-Authorization of Bills

Public Comment: None

Adjournment:

Motion made by Allouez and seconded by Bellevue to adjourn at 3:40 p.m. MOTION APPROVED UNANIMOUSLY

Respectfully Submitted,

Rae G. Knippel,
Recording Secretary