

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, March 19, 2008, at the DePere City Hall – 2nd Floor - 335 South Broadway, DePere, Wisconsin

Present: Allouez, Kopish; Bellevue-Oppenheimer; DePere-Delo; Howard-Felmer; Lawrence-Treml; Ledgeview-Burdette

Also

Present: Dave Vaclavik/Barbara Grant – Public Management Partners
Gary Rosenbeck-McMahon Associates
Bob Bartelt – Howard, Chair Technical Committee

The meeting was called to order by President Carlene Felmer at 3:15 p.m.

Roll Call:

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

Approval of Agenda:

Approve Agenda

Motion made by Lawrence and seconded by Ledgeview to approve the agenda. MOTION APPROVED UNANIMOUSLY

Approval of Minutes:

Approve Minutes – February 20, 2008:

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

Appearances: None Scheduled

Administrative Committee Recommendations:

Carlene Felmer highlighted discussion at the meeting held this date.

1. Updates:

a. Water District Survey Responses:

Several responses have been received. Public Management Partners will consolidate the information and e-mail to members.

b. Allouez Claim:

Discussion by the committee resulted in the suggestion that the claim be accepted as part of start-up costs

Motion made by Howard and seconded by Bellevue to accept the recommendation of the Administrative Committee to pay the Allouez claim in the amount of \$18,306.02.

MOTION APPROVED UNANIMOUSLY

2. Financial Reports:

Reports were highlighted with a recommendation to receive and place on file.

3. Pay Authorizations: Vouchers

Motion made by Howard and seconded by Lawrence to accept the recommendation of the Administrative Committee to approve the vouchers.

MOTION APPROVED UNANIMOUSLY

Technical Committee Recommendations:

Mr. Bartelt highlighted discussion at the committee meeting held on March 17, 2008.

1. Proposal from Directional Drilling Services, Inc. for Relocation of Fiber Optic line for Grant Street Reconstruction:

The City of DePere has requested relocation of fiber optic line on Grant Street which is to be reconstructed. A proposal from Directional Drilling Services was reviewed and recommended for approval in the amount of \$16,650, subject to negotiation with DePere.

Mr. Vaclavik explained that work on Grant Street is scheduled to begin in June. He added that the issue is that utilities were specifically moved to the other side of the street during the design process at the request of DePere and now they are in the way.

Motion made by Howard and seconded by Bellevue to accept the recommendation of the Technical Committee to approve the proposal from Directional Drilling Services in the amount of \$16,650, subject to negotiations with the City of DePere. MOTION APPROVED UNANIMOUSLY

2. Chlorination Equipment for Ledgeview:

No Action

3. Master Meter Test Update:

a. MPU Adjusted Flow:

b. Member Communities:

Update will be covered in Manager's Report.

4. Status of Locks at Master Meter Stations:

No Action

5. MPU – Outstanding Construction Issues:

No Action

6. EFI Substantial Completion:

Date for substantial completion and warranty period established as August 2, 2007. EFI has completed punch list items, although warranty work is not completed. MPU has requested a meeting to discuss long term warranty work.

Motion made by Allouez and seconded by DePere to accept the date of August 2, 2007 for substantial completion by EFI.

MOTION APPROVED UNANIMOUSLY

7. Emergency Response Plan Contract Amendment and Status:

Mr. Rosenbeck explained that during the planning process, contact was made with area emergency management agencies, fire chiefs, and operators who suggested that the plan incorporate NIMS (National Incident Management System) requirements. A request has been made by McMahon & Associates for an additional \$5,528.01 as an amendment to the original contract.

Motion made by DePere and seconded by Allouez to approve the amendment to the Emergency Response Plan Contract by McMahon & Associates in the amount of \$5,528.01.

MOTION APPROVED UNANIMOUSLY

8. Corrpro Status Report:

No Action

9. Air Release Valve Modification Plan:

No Action

10. SJ Lewis Claim:

No Action

11. MCHD (Manitowoc Co. Highway Department) Issues:

No Action

12. Howard Booster Station Electrical:

No Action

13. Meter Station Sidewalks:

No Action

14. Contractor 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: None**

Project Update & Status Reports:

1. Engineer's Report:

In addition to a regular update of activities, Mr. Rosenbeck reported that review of contract documents with SJ Lewis regarding payment for damages outside the construction zone appear to be inadequate. A meeting is scheduled with Attorney Kobza for further review.

2. Manager's Report:

- Leonard & Finco – Leonard & Finco – Cole Buerger has prepared a six month press release. A request for a closed session was made by Ray Kopish of Allouez to discuss further.
- Web Site - It is suggested that hosting of the web site be changed for greater flexibility, which would allow links to local communities and particularly utility groups. This issue will be put on the agenda of the Administrative Committee.
- A meeting will be scheduled with Manitowoc to discuss unresolved issues, one being accurate locating, with a second storage. Attorney Kobza will be drafting a letter of recommendation.
- Testing of MPU's finished water meter station has determined that it has been reading consistently low. It has been recalibrated, however, it has been suggested that readings be taken at the master meter reading station of the CBCWA until records show consistent accuracy.

Old Business - none

New Business - none

Future Agenda Items:

Next Meeting: Wednesday, April 9, 2008 – 3:00 p.m. - DePere City Hall

**Next Agenda: Policy Decisions for utility relocates
MPU water testing
Closed Session with Attorney Kobza**

Public Comment:

Adjournment:

Motion made by Bellevue and seconded by Allouez to adjourn at 3:58 p.m. MOTION APPROVED UNANIMOUSLY

Respectfully Submitted,

Rae G. Knippel
Recording Secretary