

PROCEEDINGS OF THE CENTRAL BROWN COUNTY WATER AUTHORITY

Pursuant to Section 19.84 Wis. Stats., regular meeting of the **Central Brown County Water Authority** was held on Wednesday, September 10, 2008, at the DePere City Hall, 2nd Floor – 335 South Broadway, DePere, WI

Present: Allouez, Berndt/Kopish; Bellevue-Oppenheimer; DePere-Delo;
Lawrence-Tremel; Ledgeview- Burdette

Excused: Howard-Bartelt

Also

Present: Dave Vaclavik/Barbara Grant – Public Management Partners
Gary Rosenbeck-McMahon Associates
Scott Thoresen – Chairman, Technical Committee

The meeting was called to order by President Larry Delo at 3:07 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 Ledgeview to approve the agenda.

MOTION APPROVED UNANIMOUSLY

Approval of Minutes:

Approve Minutes – August 20 & 26, 2008

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

MOTION APPROVED UNANIMOUSLY

Appearances:

1. None Scheduled

Administrative Committee Recommendations:

Mr. Oppenheimer highlighted discussion from the meeting held this date.

1. **Recommended Umbrella Coverage (WSA):**

Although further information will be sought, authorization was given to go ahead with \$10 million of umbrella coverage.

Motion made by Bellevue and seconded by Allouez to accept the recommendation of the Administrative Committee to approve \$10 million of Umbrella Coverage, making an adjustment in the future if found necessary.

MOTION APPROVED UNANIMOUSLY

2. **Internal Control Report – Draft:**

The report was discussed and approved, although it was understood it may change depending on the decision made on management services.

Motion made by Lawrence and seconded by Allouez to accept the recommendation of the Administrative Committee to implement the Internal Control Report on an interim basis.

MOTION APPROVED UNANIMOUSLY

3. **Report: YTD Hours Worked by Task:**

Received as informational, connected to the task of future management services. It was pointed out that at this time many of the tasks are project related rather than operational.

4. **Financial Reports:**

Reports were reviewed and recommended for approval.

Motion made by Bellevue and seconded by Lawrence to accept the recommendation of the Administrative Committee to approve the Financial Reports. MOTION APPROVED UNANIMOUSLY

5. **Pay Authorizations: Vouchers:**

Motion made by Allouez and seconded by Bellevue to accept the recommendation of the Administrative Committee and approve payment of the pay authorizations/vouchers. MOTION APPROVED UNANIMOUSLY

Technical Committee Recommendations:

Highlights of the meeting held on September 8, 2008 were given by Technical Committee Chairman, Scott Thoresen.

1. **Corrpro – Recommendation to Terminate Contract and Pursue Alternative Approach:**

Discussion by the Technical Committee over the lack of response from Corrpro, resulted in a recommendation that they be given 30 days notice to deliver a specific report on continuity testing, or their contract will be terminated. Although lack of test results is holding up contract acceptance, other methods of locating may be pursued at a later date. Davies Water is at this time working with MPU and have been able to locate the pipeline using different equipment than that of MPU.

Motion made by DePere and seconded by Ledgeview to accept the recommendation of the Technical Committee to inform Corrpro that they have 30 days notice to deliver a specific report on continuity or their contract will be terminated and an alternative approach will be pursued.

MOTION APPROVED UNANIMOUSLY

2. **Hobart Booster Station Repair:**

- a. **Property Acquisition – Authorization to Retain IMIG Appraisals to Negotiate Purchase of Additional Property at the Hobart Pump Station:**

The Technical Committee recommends that Mike Oskey of IMIG Appraisals be retained to negotiate purchase of a 15 foot strip of land in order to provide for adequate setback. Final price will come back to the Board for approval.

Motion made by Allouez and seconded by DePere to accept the recommendation of the Technical Committee and authorize IMIG Appraisals to negotiate purchase of additional property at the Hobart Pump Station. MOTION APPROVED UNANIMOUSLY

- b. **ATS and Site Repair Recommendations – Recommend that, based on the advice of the attorney, Change Order #4 with Advance Construction be reconsidered by the Board:**

A previous recommendation by the Technical Committee to authorize Advance to order the necessary panel and complete the repair work needed at the Hobart Booster Station in the amount of \$48,470 was denied by the Authority Board at their last meeting. They directed that the ATS equipment be direct purchased, and that an alternate provider be sought for installation services. Mr. Thoresen indicated that Attorney Kobza has stated that per contract, Advance must be allowed the opportunity to correct their mistake.

Motion made by Allouez and seconded by Ledgeview to accept the recommendation of the Technical Committee to rescind previous action and proceed with Advance for site repair recommendations in the amount of \$48,470. MOTION APPROVED UNANIMOUSLY

- c. **Payment to Cummins Npower for service at the Hobart Pump Station be approved in the amount of \$1,230.87:**

Motion made by Bellevue and seconded by Lawrence to accept the recommendation of the Technical Committee to approve payment to Cummins Npower for service at the Hobart Pump Station in the amount of \$1,230.87. MOTION APPROVED UNANIMOUSLY

3. **McMahon Amendments to Engineering Agreements:**

Mr. Rosenbeck requested consideration of the following amendments to the engineering agreement between McMahon and the CBCWA

a. **Cooperstown Ditch Repair Inspection Services Agreement be approved in an amount not to exceed \$15,000:**

Dorner Inc has been retained by the CBCWA to reconstruct the ditch line section located above the fiber optic cable in an area along CTH 'R' in Manitowoc County, 2,000 feet north and 2,000 feet south of Zander Road, and an area 4,000 feet north of STH '147'. The CBCWA has directed that this work be coordinated, supervised, and monitored by an on-site representative of McMahon. This amendment also includes supervising, monitoring, and administration of the work to be done by Martell Construction related to reconstruction of the sidewalk at the Master Meter Station.

Motion made by Allouez and seconded by Lawrence to accept the recommendation of the Technical Committee to approve an extension to the McMahon Engineering Agreement for Cooperstown ditch repair inspection services not to exceed \$15,000.
MOTION APPROVED UNANIMOUSLY

b. **Hobart Pump Station Engineering Services Agreement be increased by an amount not to exceed \$4,000:**

This item concerns engineering support services regarding the investigation and remediation efforts to replace the automatic transfer switch at the Howard Booster Pump Station on Pine Tree Road. Work scope has expanded, requiring an amendment to the original agreement.

Motion made by Allouez and seconded by Ledgeview to accept the recommendation of the Technical Committee to approve an extension to the McMahon Engineering Agreement relative to the Hobart Pump Station not to exceed \$4,000.
MOTION APPROVED UNANIMOUSLY

c. **Continuing Closeout Services Agreement be extended 90 days in an amount not to exceed \$25,000:**

The last amendment to the agreement between McMahon and the CBCWA dated 6/12/08 expires shortly. Mr. Thoresen explained there are 11 contracts currently open and in various stages of contract close-out. Several contracts continue to require review and analysis for resolution of outstanding claims. A 90 day extension is requested to authorize the continuation of engineering support services by McMahon.

Motion made by Allouez and seconded by DePere to accept the recommendation of the Technical Committee to approve a 90 day extension with McMahon for continuing closeout services not to exceed \$25,000. MOTION APPROVED UNANIMOUSLY

Project Update & Status Reports:

1. **Engineer's Report:**

Mr. Rosenbeck highlighted the committee on engineering activities during the last reporting period:

- Dorner will begin warranty work within the next two weeks to relocate fiber optic cable which is buried less than 2 feet.
- Corpro – See #1 above under Technical Committee report. Mr. Rosenbeck did report that Corpro is in the field today trying to make do on their contract.
- Martell will begin sidewalk installation next week at the Master Meter Station.
- Warranty inspections are in progress on all contracts with the goal to complete them within the next four weeks.

2. **Manager's Report:**

Mr. Vaclavik distributed handouts as follows:

- CBCWA Water Consumption History
Significant decline in water volume has been noted and is an issue of some concern. It is felt in part to be due to unseasonable summer weather. It will have an effect on the rate schedule.
- CBCWA Reserve Policy – Proposed
The policy established with the Authority at this time highlights the annual O&M budget including a three month reserve requirement, capital reserve, current reserves, and a reserve balance.
- Water Supply Connection Charges for 2007 & 2008 were reviewed

Old Business

1. **Budget Update: Thursday, September 18, 2008 – 3:00 p.m.**
Budget Hearing: Wednesday, October 8, 2008 – 5:00 p.m.

New Business

1. **Marketing Strategy:**

Mr. Vaclavik indicated that he e-mailed a worksheet to members of the Board, explaining issues to be decided before beginning any marketing.
Referred to Next Agenda

Future Agenda Items:

1. **CBCWA Budget Hearing Date & Time**
Wednesday, October 8, 2008 – 5 p.m.
(Following 3 p.m. Authority meeting)

Ray Kopish arrived 3:50 p.m.

Closed Session: The Board may go into Closed Session to discuss negotiation of contract agreement for management services and/or liquidated damages, excess engineering charges, and change order negotiations 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.

Motion made by Bellevue and seconded by Ledgeview to enter into Closed Session at 3:50 p.m. Roll Call:

Present: Allouez, Bellevue, DePere, Lawrence, Ledgeview

Excused: Howard

MOTION APPROVED UNANIMOUSLY

Recording Secretary excused 3:50 p.m.

Motion made by Allouez and seconded by Bellevue to return to regular order of business. Roll Call:

Present: Allouez, Bellevue, DePere, Lawrence, Ledgeview

Excused: Howard

MOTION APPROVED UNANIMOUSLY

- a. **Future Management Services for CBCWA**
- b. **Other Recommendations**

Public Comment: None

Next Agenda:

Appointments to Committee:

Sara Burdette & Scott Brosteau representing Ledgeview to Administrative Committee

Bill Balke representing Bellevue to the Technical Committee

Next Meeting – Wednesday, October 8, 2008

Adjournment:

Motion made by Allouez and seconded by Bellevue to adjourn at 3:55 p.m.

MOTION APPROVED UNANIMOUSLY

Respectfully Submitted,

Rae G. Knippel
Recording Secretary