

## **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, October 8, 2008, at the DePere City Hall, 2<sup>nd</sup> Floor – 335 South Broadway, DePere, WI

---

**Present:** Allouez –Kopish, Bellevue-Oppenheimer, DePere-Thoresen,  
Lawrence-Treml, Ledgeview- Burdette

**Excused:** Howard

**Also**

**Present:** Dave Vaclavik – Public Management Partners  
Gary Rosenbeck-McMahon Associates

---

The meeting was called to order by Vice-President Oppenheimer at 3:04 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 – September 10 & 18, 2008

**Motion made by Ledgeview and seconded by Allouez 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. **Purchase of \$10 million Umbrella Insurance Coverage from Wausau Insurance at a cost of \$6,346.00:**

Vice Chair Oppenheimer informed the Board that the Administrative Committee recommended approval of the payment of \$6,346 for \$10 million in umbrella insurance coverage with Wausau Insurance.

Mr. Kopish asked if the Authority had considered the Value Group. Discussion resulted in a suggestion to keep apprised of this possibility.

2. **Policy Consideration:**
  - a. **Purchasing Policy** – The Administration Committee recommended approval of the Purchasing Policy with two amendments, one being that policy levels be raised from \$999 to \$2,500; and the second change relative to emergency purchases. The recommendation is that emergency conditions defined as those necessary to protect life, health, and safety, be made subject to a phone call to the President, Vice-President, or Treasurer, with a report to the full Board at the next scheduled meeting.
  - b. **E-Mail and Records Retention:**

This item was tabled by the Administrative Committee until further follow-up is completed by Mr. Vaclavik.
3. **Financial Reports** – Financial reports were recommended for approval.
4. **Pay Authorizations: Vouchers** – Vouchers were recommended for approval.

**Motion made by Bellevue and seconded by Lawrence to accept the recommendation of the Administrative Committee and approve items 1, 2, 3, & 4. MOTION APPROVED UNANIMOUSLY**

**Technical Committee Recommendations:**

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

1. **Manitowoc County Highway Department Issues:**
  - a. **Recommend approval of the Manitowoc County Highway Department proposal to repair the Brian Nowak driveway at 11810 Hwy R for \$1,500. Project to include driveway repair and some minor ditching:**

Mr. Thoresen explained that the issue at the Brian Nowak home relates to inadequate driveway drainage. Manitowoc County has agreed to complete the work at a cost of \$1,200 for asphalt, and \$300 for driveway repair and minor ditching. The Nowak's will be asked to sign off on this issue so that there are no further repercussions for the Water Authority.

**Motion made by DePere and seconded by Allouez to accept the recommendation of the Technical Committee and approve payment to the Manitowoc County Highway Department for repair of the Brian Nowak driveway at 11810 Hwy R for \$1,500 including driveway repair and minor ditching, with the understanding that Manitowoc County will be doing the work, and that Mr. Nowak will sign off when completed. MOTION APPROVED UNANIMOUSLY**
  - b. **Recommend approval of the request from Manitowoc County Highway Department for compensation for asphalt pavement repairs in the amount of \$13,000:**

The Technical Committee has reviewed a list of seven issues from the Manitowoc County Highway Department. Unless three of the items are completed, Manitowoc will not issue the necessary permit required for the Authority to work on air release valves. Other tasks involve completion of ditch reconstruction on County R which Dorner is working on, to pay \$13,000 for asphalt pavement repairs, and to complete repairs to trench settlement at the Devils River Crossing.

Dorner has refused to do the trench settlement repair. If they have not completed it by the suggested date of 10/16/08, the CBCWA will authorize Manitowoc County to complete the work and Dorner will be billed.

**Motion made by DePere and seconded by Allouez to approve the request from Manitowoc County Highway Department for compensation for asphalt pavement repairs in the amount of \$13,000 with the understanding they will provide the CBCWA the permit required to complete air release valve work by October 16, 2008.**  
**MOTION APPROVED UNANIMOUSLY**

2. **Recommend approval of the request from the Village of Allouez to pay for pipe restraint installation at AZ-2 in the amount of \$3,910 from Lee's Contracting plus engineering costs from McMahon of \$1,260 for a total of \$5,170:**

Gary Rosenbeck explained that piping was inadequately braced At AZ-2 at the time of installation. At this time, the pipe is moving and needs to be restrained at a cost of \$3,910, plus engineering costs of \$1,260.

**Motion by DePere and seconded by Allouez to accept the recommendation of the Technical Committee and approve the request from Allouez to pay for pipe restraining installation at AZ-2 in the amount of \$3,910, plus engineering costs from McMahon in the amount of \$1,260, for a total amount of \$5,170. MOTION APPROVED UNANIMOUSLY**

3. **The automatic valve closure process at meter stations in response to low system pressure will be activated. MPU will work with member communities to define activation parameters:**

Rob Michaelson was at the Technical Committee meeting on 10/6/08 to discuss the activation of automatic valve closures at meter stations in response to low system pressures. After discussion it was the consensus of the committee to direct MPU to activate the automatic valve closure process at meter stations at this time.

4. **Recommend approval of request for time and materials compensation from MPU to grease 32 butterfly valves at an estimated cost of \$32,000:**

Because of a design issue, butterfly valves in pits have been under water. The manufacturer has recommended greasing them in order to avoid potential

problems. Maniwoc has agreed to perform this work on a time and expense basis not to exceed \$32,000.

**Motion made by DePere and seconded by Allouez to accept the recommendation of the Technical Committee to approve the request for time and materials compensation from MPU to grease 32 butterfly valves at an estimated cost of \$32,000. MOTION APPROVED UNANIMOUSLY**

5. **Pipe Locating Issues:**

- a. **Recommend the installation of test stations to improve pipe locating abilities at a cost not to exceed \$60,000 plus engineering. Quotes to be obtained from three contractors:**

This issue is related to pipe location problems. Because signals are lost or interrupted, it is suggested that test stations be installed at 14 locations at an estimated cost of \$60,000 plus engineering costs. The committee has recommended that Mr. Rosenbeck pursue additional quotes.

**Motion made by DePere and seconded by Ledgerview to accept the recommendation of the Technical Committee and the engineer to install test stations to improve pipe locating abilities at a cost not to exceed \$60,000 plus engineering, additional quotes to be pursued. MOTION APPROVED UNANIMOUSLY**

6. **Hobart Booster Station Repair:**

- a. **Recommend the approval of the acquisition of additional property adjacent to the Hobart Pump Station for \$4,000 plus closing costs:**

This item relates to the acquisition of additional property adjacent to the Hobart Pump Station, which has been discussed previously. In addition to \$4,000 plus closing costs, Hobart has requested a CSM at a cost of \$1,500.

**Motion made by DePere and seconded by Lawrence to accept the recommendation of the Technical Committee to approve the acquisition of additional property adjacent to the Hobart Pump Stations for \$4,000 plus closing costs, in addition to \$1,500 for a CSM at the request of the Village of Hobart, or a total of \$5,500. MOTION APPROVED UNANIMOUSLY**

7. **Contract Close-Out Status Reports:**

- a. **Recommend approval of Change Order #5 – Michels Construction in the amount of \$294,915.56:**

This item relates to several items which have now been completed and compiled into one change order, payable to Michels Construction in the amount of \$294,915.56. Mr. Vaclavik explained this payment does not resolve excess engineering or liquidated damage charges.

Mr. Rosenbeck stated that in his opinion many of the claims are legitimate, resulting because of unforeseen problems and conditions, and were outside the scope of the project.

**Motion made by DePere and seconded by Bellevue to accept the recommendation of the Technical Committee to approve Change Order #5 – Michels Construction in the amount of \$294,915.66.  
MOTION APPROVED UNANIMOUSLY**

**Project Update & Status Reports:**

1. **Engineer's Report:**

A list of current and active tasks as of 10/8/08 was distributed and highlighted by Gary Rosenbeck of McMahon to include:

- Calculation of liquidated damages estimates for eight contracts.
- Calculation of excess engineering charge estimates.
- Monitor the Corpro contract
- Resolve CBCWA claim against SJ Louis
- Resolve Manitowoc County Highway Department claim for road repairs on Contracts G & I.
- Resolve remaining tow claims from Michaels (Contract C)
- Address/respond to Advance Construction EFI coordination issues with MPU
- Investigate and respond to warranty issues on Contract F
- Address/respond to outstanding issues related to contract warranty work.
- Respond/address MPU's unresolved list of concerns
- Respond to pavement settlement issues on Contract I
- Respond to ditch settlement issue on Contracts G, H, & I
- Conduct investigations regarding impact of hydraulic surges in system and identify potential issues
- Investigate with MPU the chlorination system
- Finalize close-out on Contracts A, b, D, & E
- Pre-Warranty inspections – all contracts
- Best Western parking lot repairs
- Complete record drawings
- Resolve exposed fiber duct/cable on County R

In addition, he reported that Dorner continues to work on ditch reconstruction. River Valley Testing was brought back as many findings in their report appear to be inconsistent. When cable was trenched, there was not proper compaction causing sink holes to appear. Dorner will continue to finish their work in critical areas, however, River Valley Testing will be asked for further direction before continuing.

2. **Manager's Report:**

Mr. Vaclavik highlighted the following activities during the last reporting period:

- Continued communication with the Boardman Law Firm relative to the MPU agreement, water purchase agreement requirements (water multiplier), retention of design engineer, litigation support, and project close-out.\
- Web site is being revised. Press releases are being prepared regarding the new web site and other issues affecting the Authority.

- Claims from Manitowoc County Highway regarding project related issues, many which are warranty work.
- Air relief and vacuum valve project has been delayed because of obtaining a permit from Manitowoc County.
- Review of the River Valley Testing report.
- Finalization of EFI contract .

In addition, Mr. Vaclavik has met with MPU to discuss operational issues. The proposal with the Village of Hobart remains under consideration.

A special Board meeting has been set for 10/29/08 at 3 p.m. to review and consider management alternatives for the CBCWA in 2009.

**Old Business**

1. **Marketing Strategy:**

Mr. Vaclavik addressed the existing rules regarding new customers. He is suggesting that research be done to develop a new customer class where a community could become a customer without being a member. He was advised to move forward with development of a strategy.

2. **Appointment of Ledgeview Alternate to Administrative Committee:**

No action at this time.

**New Business:** None

**Future Agenda Items:**

1. **Rebate Issue**
2. **Bank Services**

**Public Comment:** None

**Adjournment:**

**Next Meeting – Wednesday, November 12, 2008 – 3 p.m.**

**Motion made by DePere and seconded by Lawrence to adjourn at 4:30 p.m.**

**MOTION APPROVED UNANIMOUSLY**

Respectfully Submitted,

Rae G. Knippel  
Recording Secretary