

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, November 12, 2008, at the DePere City Hall, 2nd Floor – 335 South Broadway, DePere, WI

Present: Allouez –Berndt, Bellevue-Oppenheimer, DePere-Thoresen,
Howard-Bartelt, Lawrence-Treml, Ledgeview- Burdette

Also

Present: Dave Vaclavik – Public Management Partners

The meeting was called to order by Vice-President Oppenheimer at 3:02 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 Allouez to approve the agenda.

MOTION APPROVED UNANIMOUSLY

Approval of Minutes:

Approve Minutes:

Regular Meeting - October 8, 2008

Special Meetings – October 8, 29, & November 3rd, 2008

Motion made by Howard 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. Banking Services Proposals:

Mr. Oppenheimer explained that proposals for banking services were received from six banks. They were reviewed and discussed by the Committee with the consensus being to narrow the search to three and ask for further information. Presentations will be requested before financial staff from DePere, Bellevue, and Allouez, with a final recommendation to the Administrative Committee and the Board.

2. Financial Reports:

Profit & Loss Statements were reviewed with it being noted that interest is under projection as is purchased water.

Information relative to metered vs. billed monthly flows was reviewed with Mr. Vaclavik explaining that current use is approximately 3.4% down.

Future true-up rebates were discussed. It was explained that current policy states that if total flow exceeds projected flow resulting in extra money after true-up charges, those communities who use less will be issued a rebate, last year this being true with Howard, Bellevue, and Allouez. This particular year, however, the total true-up is negative so no one will receive a rebate.

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

3. **Pay Authorizations: Vouchers:**

A recommendation was made that final payments be made on Contracts A, B, & D as soon as all clean up work is completed, projected within the next week. Mr. Thoresen, however, indicated that it is not in the best interest of the City of DePere to have final warranty/clean-up work done at this time of the year, but would be better to wait until spring (Contract D).

Motion made by Bellevue and seconded by Lawrence to accept the recommendation of the Administrative Committee to approve payment of vouchers, except those on Contracts A, B, & D, which will be held until confirmation from the City of DePere & McMahon Associates. MOTION APPROVED UNANIMOUSLY

Technical Committee Recommendations:

Highlights of the meeting held on November 10, 2008 were given by Technical Committee Chairman, Scott Thoresen.

1. **Authorize McMahon to prepare revised design for the Howard Booster Station and to obtain quotes for associated station and modifications:**

A meeting with the supplier of the cabinet has confirmed that the panel would have been suitable for outdoor application even though it wasn't rated for such on the basis that all the panels they make are multi-purpose. As holes were drilled in the bottom allowing water to drain, the supplier wanted it understood the problem resulted because the door was left open.

Mr. Thoresen reported, however, that McMahon is not comfortable and has made calculations based on flow projections for the year 2030. McMahon would not recommend downsizing from a 1600 amp to a 600 amp without further study by an electrical engineer. The recommendation of the Technical Committee is to authorize McMahon to provide this service under their current operating budget.

Motion made by Allouez and seconded by Howard to accept the recommendation of the Technical Committee to direct McMahon Associates to develop a design for electrical work at the Howard Booster Station. MOTION APPROVED UNANIMOUSLY

2. **Acceptance of Corrpro Pipe Discontinuity Report and authorization to make final payment:**

As Corrpro has addressed the issues that were requested and provided a written report, a recommendation was made to authorize final payment.

Motion made by Allouez and seconded by Howard to accept the recommendation of the Technical Committee to accept the final discontinuity report from Corrpro and issue final payment in the amount of \$11,000. MOTION APPROVED UNANIMOUSLY

3. **Authorize Manitowoc County Highway Department to make repairs to the gravel shoulder in Town of Manitowoc at an estimated cost of \$4,500 with an equal amount to be withheld from Contract I retainage:**

Thoresen explained that the Technical Committee at the direction of the engineer recommends that the Manitowoc County Highway Department do repair work on gravel shoulders in the Town of Manitowoc at a cost of \$4,500. Mr. Vaclavik added that PTS was notified and refused to do the work. The \$4,500 will be withheld from Contract I retainage.

Motion made by Lawrence and seconded by Allouez to accept the recommendation of the Technical Committee to authorize Manitowoc County Highway Department to make repairs to the gravel shoulder in the Town of Manitowoc at an estimated cost of \$4,500 with an equal amount to be withheld from Contract I retainage. MOTION APPROVED UNANIMOUSLY

4. **Acceptance of Ditch Restoration Work by Dorner, Inc. in the final amount of \$63,297:**

Dorner has completed ditch restoration warranty work on County R in the amount of \$63,297. It was determined by McMahon that this work was beyond the scope of the original contract.

Mr. Vaclavik informed the committee that an additional soils report has been received from River Valley Testing explaining there is a compaction problem with the trench wall face, to be further discussed at the next Technical Committee meeting.

Motion made by Allouez and seconded by DePere to accept the recommendation of the Technical Committee to approve final payment of \$63,297 to Dorner, Inc for ditch restoration work. MOTION APPROVED UNANIMOUSLY

5. **Contract Change Orders:**

- a. **Contract A – Dorner, Inc., Change Order #17 – Deduct \$1,000:**
- b. **Contract B – Dorner, Inc., Change Order #13 – Deduct \$500:**
- c. **Contract D – PTS Contractors, Change Order #12 – Deduct \$1,250:**

Mr. Thoresen explained this is a deduct from the original contract involving work on air release valves at approximately \$125 each.

Motion made by Ledgeview and seconded by Bellevue to accept the recommendation of the Technical Committee and approve Change Orders 17, 13, & 12. MOTION APPROVED UNANIMOUSLY

6. **Contract Close-Out Status Reports. Final pay requests be approved subject to completion of punch-list items and submission of O&M items:**

a. **Contact A – Dorner, Inc. - \$54,906.24:**

b. **Contact B – Dorner, Inc. - \$40,878.34:**

Contracts A & B were recommended for payment by the Technical Committee, however, as there are still continuity issues with PTS, Contract D was held. In addition, Contract D involves street work in DePere which cannot be done until spring.

Motion made by DePere and seconded by Bellevue to accept the recommendation of the Technical Committee and approve payment of Contracts A (\$54,906.24) and B (\$40,878.34) to Dorner, Inc. MOTION APPROVED UNANIMOUSLY

c. **Contract D – PTS Contractors - \$41,731.28:**

No Action taken on Contract D

PROJECT UPDATE & STATUS REPORTS:

1. **Engineer's Report:**

No Report. Mr. Rosenbeck not present.

2. **Manager's Report:**

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

- Camp Dresser & McKee, design engineer, was on site for the excavation of a valve on Contract H (SJ Lewis)
- Action on litigation is expected shortly. Information packets are being prepared for members.
- Press releases are being prepared regarding the new web site and litigation.
- Discussions continue with Manitowoc County Highway regarding project related claims, most of which are warranty work.
- Village of Hobart is considering proposal and is having their accounting firm review the rate structure

Mr. Vaclavik announced that he made a presentation at the West Shore Water Producers on Friday, 11/7/08, hosted by Manitowoc Public Utilities.

Old Business

1. **Contract Extension with Public Management Partners:**

Mr. Vaclavik provided information relative to the contract between PMP and the CBCWA to members. It will be addressed at the next meeting.

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

No Action – Next Agenda

New Business:

1. **Amendment to Master Water Purchase Agreement:**

At the request of the Village of Allouez, information was provided relative to the current practice regarding rebates, covered in Section 6.2.4 of the Member Purchase Agreement. Craig Berndt explained that Allouez has questioned the language "may be entitled to a rebate" and has asked it be revised. Mr. Delo asked if there would be any effect on bonding and suggested that Ehlers be asked for their comments. Mr. Vaclavik agreed to discuss the matter with Attorney Kobza and bond counsel and bring back to the Authority.

Future Agenda Items:

- **Contract Extension with Public Management Partners**
- **Appointment of Ledgeview Alternate to Administrative Committee.**
- **Amendment to Master Water Purchase Agreement**

Public Comment: None

Adjournment:

Next Meeting – Wednesday, December 10, 2008:

**Motion made by Bellevue and seconded by Howard to adjourn at 3:50 p.m.
MOTION APPROVED UNANIMOUSLY**

Respectfully Submitted,

Rae G. Knippel
Recording Secretary