

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, March 18, 2009, at the DePere City Hall, 2nd Floor – 335 South Broadway, DePere, WI

Present: Allouez – Kopish, Bellevue - Oppenheimer, De Pere -Delo,
Howard - Bartelt; Lawrence -Trembl, Ledgeview - Burdette

Also

Present: Dave Vaclavik – Public Management Partners
Scott Thoresen – Chairman Technical Committee
Gary Rosenbeck - McMahan

The meeting was called to order by President Delo at 3:24 p.m.

Roll Call:

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

Approval of Agenda:

Approve Agenda

Motion made by Allouez and seconded by Bellevue to approve the agenda.

MOTION APPROVED UNANIMOUSLY

Approval of Minutes:

Approve Minutes: February 18, 2009

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

MOTION APPROVED UNANIMOUSLY

Appearances:

1. None Scheduled

Administrative Committee Recommendations:

Aaron Oppenheimer highlighted discussion from the meeting held this date.

1. **Resolution designating authorized individuals to initiate and approve Wells Fargo investment actions:**

Mr. Oppenheimer explained that the committee authorized three individuals to initiate and approve Wells Fargo investment actions. They are the Secretary/Treasurer, the Manager, and the President.

Motion made by Bellevue and seconded by DePere to accept the recommendation of the Administrative Committee and approve that the Manager, Secretary/Treasurer, and President be authorized as the individuals to initiate and approve Wells Fargo investment actions. MOTION APPROVED UNANIMOUSLY

2. **Data Storage Agreement with Inacom:**

The committee approved the recommendation of the Manager to sign an agreement with Inacom for data storage.

Motion made by Bellevue and seconded by Ledgeview to accept the recommendation of the Administrative Committee and approve the Data Storage Agreement with Inacom.

MOTION APPROVED UNANIMOUSLY

3. **2007 Rate Rebate for Town of Lawrence:**

Oppenheimer explained that the committee discussed the request of the Town of Lawrence for a rebate for 2007 true-up charges. Three separate situations were explained, with the committee recommending that the rebates be approved, while directing that a policy be drafted to address similar issues that could arise in the future.

Motion made by Bellevue and seconded by Allouez to accept the recommendation of the Administrative Committee and approve rebates for the Town of Lawrence, directing that a policy be drafted to address issues in the future. MOTION APPROVED UNANIMOUSLY

4. **Water Rate Analysis:**

Mr. Vaclavik was asked to contact Virchow Krause to discuss options related to rate analysis. No Action

5. **Water Purchase Agreement – Amendment #4:**

Attorney Kobza has drafted an amendment to the Water Purchase Agreement which would require that rebates to members be issued when the total collected by the Authority exceeds budget estimates for the year. No action.

6. **CBCWA 10Year CIP:**

The Technical Committee continues to discuss the 10-year CIP and will submit a final version in time for the 2010 budget. No Action.

7. **Financial Reports:**

Financials were reviewed and recommended for approval.

Motion made by Bellevue and seconded by Ledgeview to accept the recommendation of the Administrative Committee to approve financial reports.

MOTION APPROVED UNANIMOUSLY

8. **Pay Authorizations: Vouchers:**

Vouchers were reviewed and recommended for approval.

Motion made by Bellevue and seconded by Howard to accept the recommendation of the Administrative Committee to approve pay authorizations/vouchers.

MOTION APPROVED UNANIMOUSLY

9. **Employment Negotiations:**

President Delo informed the Board that a letter was received from Attorney Kobza expressing concern that a conflict of interest may exist between the Manager and McMahon Associates. Mr. Delo will follow-up by scheduling a closed session with the Technical Committee within the next two to three weeks to discuss the matter.

Technical Committee Recommendations:

Highlights of the meeting held on March 16, 2009 were reported by Dave Vaclavik and Gary Rosenbeck..

1. **Howard Chlorination System – Direct the Engineer to prepare a report regarding the ability to meet chlorination requirements in emergency conditions at each connection station:**

Mr. Rosenbeck indicated that he has discussed the need for modifications regarding the ability to meet chlorination requirements in emergency conditions at each connection station with Rob Michaelson of MPU, along with the DNR, who have recommended that Rosenbeck develop a work scope and design strategy to correct the situation. The Technical Committee directed him to move forward.

Rosenbeck explained that the issue originates in Howard where providing full chlorination requires the use of equipment not supplied as part of the contract. The study would determine how many other stations, if any, have similar situations. No Action.

2. **Howard Booster Station – Award of Contract for ATS installation and site work to West Electric in the amount of \$19,150:**

Vaclavik explained that three quotes were received for the ATS installation and West Electric submitted the low bid.

Motion made by Ledgeview and seconded by Allouez to accept the recommendation of the Technical Committee and award the contract for ATS installation and site work to West Electric in the amount of \$19,150. MOTION APPROVED UNANIMOUSLY

3. **GPS Coordinates – Smart Mapping – Authorize McMahon to obtain survey grade GPS coordinates at the air relief valve locations include in the first two project phases at a cost not to exceed \$1,000:**

There has been ongoing discussion with MPU regarding GPS, GIS, and smart mapping. MPU is studying the issue and will advise what efforts would have operational value and cost savings for the Authority. McMahon is working on plans and specifications for the next air relief valve project and will provide this data as part of their existing work. In addition, they will be inspecting last year's work for punch list purposes and will obtain coordinates at a cost not to exceed \$1,000.

Motion made by Bellevue and seconded by Howard to accept the recommendation of the Technical Committee and authorize McMahon to obtain survey grade GPS coordinates at air relief valve locations included in the first two project phases at a cost not to exceed \$1,000. MOTION APPROVED UNANIMOUSLY

Project Update and Status Reports:

1. **Engineer's Report:**

Mr. Rosenbeck reported there were no close-out services in February. He continues his work on design for the Howard/Hobart Booster Station.

2. **Manager's Report:**

Mr. Vaclavik highlighted items from his written report as follows:

- Wells Fargo has offered a special deal on Certificates of Deposit up to a total of \$5,000 at a rate of 1.4%, 1.6% and 1.9% for investment periods of 6, 9, and 12 months. The CBCWA is currently receiving 0.9%. After discussion with Secretary/Treasurer Trembl, investments were made.
- Positive payment and fraud filter services will be implemented on 4/1/09.
- Revenues for the period 7/1/08 to 12/31/08 were distributed and show a significant reduction from prior years.
- Boardman Law Firm – Discussion of Issues related to a conflict of interest between the Manager and McMahon; file storage and management; response to information from S.J. Louis; and the Bellevue Bill of Sale were highlighted.
- Virchow-Krause has begun work on the 2008 audit and will present a report to the Board at the May meeting.
- Bond Rating – Ehlers has notified the CBCWA that their AAA bond rating has been reduced to “A” due to the financial condition of the bond insurer. This will have no impact on the financial position of the Authority as the bonds are already sold, however, may impact existing bond holders trying to resell CBCWA bonds.
- Request for Credit for insulation installation at Ledgeview Connection Station - Ledgeview has requested compensation to offset the cost of providing pipe insulation due to a high moisture content in one of its connection stations. It would be tied to the amount given to other members for dehumidifiers. The Technical Committee requested that Ledgeview first try to resolve the problem using similar equipment.
- Well Management – Although the Authority is not obligated to provide emergency water supply to members as they are responsible for making their own arrangements, the Technical Committee has requested this be an ongoing agenda item as they will be evaluating if there are cooperative efforts that can be made to address the issue.

Mr. Kopish stated he was contacted by the Chair of the Brown County Land Office regarding a chronic problem area in the County, in addition to an area in Manitowoc, both of whom might be eligible for stimulus funds. He contacted the Bay Lake Regional Planning Commission who is willing to provide technical assistance in terms of reviewing stimulus funds, grants, etc. Manager, Dave Vaclavik, agreed to follow-up. President Delo added that the DNR at times has funds available for such studies also.

Closed Session: The Board may go into closed session to discuss pending litigation pursuant to Wisconsin State Statute 19.85 (1)(g) conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. The Board will then reconvene back into open session. No Closed Session.

Old Business:

Hobart - Will not be making any decision until after the upcoming election.

New Business: President Delo announced that Luann Pansier has been appointed as an alternate to the CBCWA Administrative committee by the Village of Ledgeview.

**,Motion made by Bellevue and seconded by Howard to approve the appointment.
MOTION APPROVED UNANIMOUSLY**

Future Agenda Items:

- Update Rural Communities
- Schedule special meeting of the Technical Committee and the CBCWA to discuss closed session items.

Public Comment: None

Adjournment:

Next Meeting – Wednesday, April 15, 2009 – 3:00 p.m., De Pere City Hall

Motion made by Bellevue seconded by Howard to adjourn at 4:00 p.m.

MOTION APPROVED UNANIMOUSLY

Respectfully Submitted,

Rae G. Knippel
Recording Secretary