

## 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, April 22, 2009, at the DePere City Hall, 2<sup>nd</sup> Floor – 335 South Broadway, DePere, WI

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**Present:** Allouez – Berndt, 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 – McMahon  
Goeff Farr Howard; Greg Little-Lawrence

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The meeting was called to order by President Delo at 3:17 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: March 18 & April 6, 2008

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

**MOTION APPROVED UNANIMOUSLY**

**Appearances:**

1. None Scheduled

**Closed Session:**

1. **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.**

**Motion made by Bellevue and seconded by Howard to enter into closed session at 3:20 p.m. Roll Call: All Present. MOTION APPROVED UNANIMOUSLY**

**Motion made by Bellevue and seconded by Howard to return to regular order of business at 4:00 p.m. Roll Call: All Present. MOTION APPROVED UNANIMOUSLY**

**Administrative Committee Recommendations:**

Aaron Oppenheimer highlighted discussion from the meeting held this date.

1. **2008 Rate Rebate for City of DePere:**

As part of the audit process, it was discovered that DePere was overcharged during the months of March through July due to rounding errors in rate calculations in the amount of \$2,492.05.

**Motion made by Bellevue and seconded by Lawrence to accept the recommendation of the Administrative Committee and approve the rebate to the City of DePere in the amount of \$2,492.05. MOTION APPROVED UNANIMOUSLY**

2. **Financial Reports:**

Carryover issues from prior year budgets are being reviewed and changes will be implemented with Virchow Krause. A decline in flows is being seen in this area, as well as throughout the state.

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

3. **Pay Authorizations: Vouchers:**

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

4. **Employment Agreement:**

Oppenheimer explained that the Employment Agreement was discussed in closed session. Details will be worked out between President Delo and Dave Vaclavik and brought back for approval.

**Technical Committee Recommendations:**

Highlights of the regular meeting held on March 16, 2009, and the special meeting held today were highlighted by Craig Berndt.

1. **Chlorination System Requirements:**

Concerns regarding the ability for member communities to meet DNR required emergency chlorination guidelines with the equipment installed was discussed at the 3/16 meeting. A request was made to schedule a meeting with Wendy Anderson of the DNR to discuss requirements. However, in lieu of a meeting the DNR responded with a communication asking for a review of the current conditions and a report back by July 16<sup>th</sup>.

**Motion made by Ledgeview and seconded by DePere to accept the recommendation of the Technical Committee to authorize McMahan to complete a study and provide a report not to exceed \$5,000.**

Bartelt stated it was his understanding the Authority would not be using McMahan further. Mr. Berndt replied there are tasks that McMahan is completing and this is one which has been identified as needing to be done in the near future.

President Delo asked if any cost comparisons have been conducted and Berndt replied that he initially estimated the scope of work at \$7,500. Rosenbeck explained that he estimates the work at 40 hours. He will be working with Rob Michaelson at MPU to access flow records.

**MOTION APPROVED UNANIMOUSLY**

2. **Corrpro Investigation:**

A short report regarding continuity testing was received from Corrpro. Because of questions, Mr. Rosenbeck has asked for further information which will be discussed at the May Technical Committee meeting.

3. **Trench Repairs:**

Berndt explained there have been several sinkhole locations identified. The Technical Committee has recommended that Manitowoc County Highway Department be authorized to seal the holes through a recommendation from CDM to use a concrete slurry/sand mix, repairing landscaping after the mixture has set. Manitowoc County Highway has agreed to do this work at their standard rate of \$40 an hour, plus \$12.50 for truck rental.

President Delo stated he would like to see a policy developed which would require comparable quotes for work that is done. He stated he is becoming less and less comfortable with not having such a policy. Vaclavik agreed to put this item on the next agenda of the Administrative Committee.

**Motion made by Howard and seconded by Allouez to accept the recommendation of the Technical Committee to authorize Manitowoc County Highway Department to seal trenches per recommendation of CDM and complete related landscaping at their standard rate. MOTION APPROVED UNANIMOUSLY**

4. **McMahon Engineering Services – Continuing Projects:**

The project list has been updated and will be brought back to the Technical Committee in May for review.

In regard to continuing services from McMahon, President Delo explained there may be an opportunity to restructure within McMahon which would potentially create a separate corporation for employees working specifically for the Water Authority and/or for McMahon. The consensus of the Board was to have Attorney Kobza review this idea.

**Project Update and Status Reports:**

1. **Engineer's Report:**

A written report was distributed to Board members. Rosenbeck highlighted the following items related to project close-out:

- Close out of Contract E is awaiting the Corrpro Investigation Report for assessment of pipe continuity.
- A letter has been sent to CTE regarding resolution of bonding straps/continuity of buried site piping on Contract F.
- Awaiting information from the City of Manitowoc related to resolution of concrete pavement issues at the Magnolia and Johnson intersection.
- Final project documentation will be provided to Manitowoc Public Utilities
- Warranty inspections will be completed in May for Contracts A, B, D, & E.

Projects in progress were highlighted and include:

- Replacement of ATS and additional site work at the Howard Booster Station.
- Phase I Air Release Valve Work will have final inspection on 5/30/09.
- Phase II Air Release Valve Corrective Work will be bid on 5/14/09.
- Continuity Station Project Close-out final restoration inspection will be 5/30/09
- Dorner Ditch Restoration Project final restoration inspection issues – 5/30/09.
- Manhole Adjustments for Denmark Paving Project is being coordinated.
- Work with Manitowoc County Highway Department to fill additional sinkholes.
- Complete GIS Report for Air Release Valves.

2. **Manager's Report:**

Dave Vaclavik highlighted the following activities over the last reporting period:

- Wells Fargo Banking Services – Positive payment and fraud filter services have been implemented as of April 1, 2009. They will require a designee to e-mail an approved check voucher file to Wells Fargo immediately following the CBCWA Board meeting.
- Code keys have been received for President Delo and Administrative Committee Chair Oppenheimer. They will be distributed along with log-in names and initial passwords. Both are authorized to approve wire transfers, submit approved pay listings, and view financial reports. Vaclavik will arrange training sessions with each to provide familiarity with the system.
- Water supply capacity charge revenue for the period 7/1/08 through 12/31/08 was distributed. As expected, revenues are down significantly from prior years.
- Boardman Law Firm – MPU agreement language, and file storage and management activities continue. A response to a request for information and interrogatories has been filed in relation to SJ Louis; Initial information disclosures have been provided to CTE; the Bellevue Bill of Sale is ready for signature.
- Virchow-Krause has begun work on the 2008 audit. A report will be given at the May meeting.
- Rate information has been provided to Vicki Hellenbrand of Virchow-Krause and will be discussed at the May meeting.
- An RFP for water system evaluation has been issued to six firms. Three of the six have expressed interest. Due date is May 8, 2009.
- An RFP for general engineering services has been tabled until after consultant selection is made for the system study.

Mr. Vaclavik also reported that the CBCWA has been sued relative to a sewer lateral collapse in DePere. The claim has been turned over to the insurance carrier who has asked for contract information relative to PTS.

A new mayor was elected in the City of Manitowoc. As there may be changes to the Water Commission, President Delo suggested that he and Mr. Vaclavik meet with the new Mayor and/or commission members.

No update relative to a decision by the Village of Hobart for emergency services. Mr. Vaclavik will follow-up.

**Old Business:**

1. None

**New Business:**

1. **Appointment of Mark Pansier and Andy Tenor (alternate) to the CBCWA Technical Committee representing Ledgeview:**

**Motion made by Bellevue and seconded by Allouez to approve appointments.**

**MOTION APPROVED UNANIMOUSLY**

**Future Agenda Items:**

**Next Meeting – Wednesday, May 20, 2009 – 3:00 p.m., DePere City Hall**

- Audit Report by Virchow Krause
- Rate Information by Virchow Krause

**Public Comment:** None

**Adjournment:**

**Motion made by Bellevue and seconded by Ledgeview to adjourn at 4:35 p.m.**

**MOTION APPROVED UNANIMOUSLY**

Respectfully Submitted,

Rae G. Knippel  
Recording Secretary