

PROCEEDINGS OF THE CENTRAL BROWN COUNTY WATER AUTHORITY
TECHNICAL COMMITTEE

Pursuant to Section 19.84 Wis. Stats, a regular meeting of the **Central Brown County Water Authority –Technical Committee** was held on Monday, May 18, 2009 at the Allouez Village Offices – 1900 Libal Street, Green Bay, Wisconsin

Present: Allouez-Berndt; Bellevue-Balke, DePere-Thoresen, Howard-Farr Lawrence-Little, Ledgeview-Brosteau/Pansier

Also

Present: Dave Vaclavik -PMP
Gary Rosenbeck-McMahon

The meeting was called to order by Chairman Scott Thoresen at 1:30 p.m.

ROLL CALL:

Call the roll for attendance.
Roll Call as noted above.

APPROVAL OF AGENDA:

Approve Agenda

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

MOTION APPROVED UNANIMOUSLY

APPROVAL OF MINUTES:

April 13 & 22, 2009

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

MOTION APPROVED UNANIMOUSLY

APPEARANCES: None

COMMUNICATIONS: None

AGENDA ITEMS:

1. **Contract Award – Phase II A/R Valve Project:**

Gary Rosenbeck reported that bids for the Phase II A/R Valve Project were opened on Thursday, 5/14/09. They ranged from \$78,000 to \$185,000 and came from Jossart Brothers, Ronet Construction, DeGroot, Inc., Mechanical Technologies, PTS Contractors, Robert Immel EXC, and Dorner, Inc.

Motion made by Allouez and seconded by Bellevue to recommend contract award for Phase II A/R Valve Project to the low bid of Jossart Brothers in the amount of \$78,700. MOTION APPROVED UNANIMOUSLY

Based on the bids received and the remaining budget balance, the committee directed the Engineer to provide an engineering proposal and negotiate a fee from Jossart Brothers for expansion of the Phase II project to include Phase III work. The work scope will be discussed at the June meeting.

Motion made by Allouez and seconded by Lawrence to recommend the Engineer be directed to provide an engineering proposal and negotiated fee from Jossart Brothers for expansion of Phase II project to include Phase III work for Technical Committee consideration at their June meeting.

MOTION APPROVED UNANIMOUSLY

2. **Contract Award – System Study:**

Mr. Vaclavik reported that the selection team has made a recommendation to award the system study project to Camp Dresser & McKee (CDM) in the amount of \$79,980. He stated that four proposals were received, in addition to CMD, and included Donohue, Ruekert-Mielke, and SEH. Each proposal was rated on a 0-200 scale prior to opening the sealed price proposals. CDM obtained a 188 out of 200.

CDM has also offered an alternative proposal in which they would perform the surge analysis directly instead of supervising work to be done by a third party (Advantica) at an additional cost of \$23,000. Discussion by the committee resulted in a recommendation to add the surge analysis to the system study, for a total cost of \$102,980.

The engineering study will provide a number of outcomes ranging from improved system information and planning, to improved operations, to physical system protection. MPU has expressed concern since the start of this project about the system's ability to handle surge conditions. This analysis will evaluate these conditions and recommend any corrections needed to protect the system.

In addition, the analysis will evaluate the existing air relief valve placement as there has been concern that the location and sizes of the air relief and blow-off valves may be inadequate to protect the system from catastrophic failure during certain operating conditions.

The analysis will also make recommendations to include the following:

- Optimizing system pressures to reduce pumping costs.
- Projection of future system demands by member communities.
- Projection of need and construction timeline for a future Cooperstown booster pump station.
- Recommendations for maximizing use of local storage to reduce overall operating costs.
- Evaluation of future system storage needs including capacity, location, and type.
- Evaluation of distribution system capacity and indication of capacity by area or zone.
- Evaluation of existing member well systems for emergency backup water supply use and consideration of use of existing and potential interconnects between Authority members.
- Other recommendations are designed to improve the operating efficiency, safety, or economic viability of the system.

After discussion by the committee, a recommendation was made to award a contract to CDM to perform a system study and surge analysis.

Motion made by Allouez and seconded by Lawrence to recommend retaining Camp, Dresser & McKee (CDM) to complete a system study and surge analysis for the CBCWA in the amount of \$102,980. MOTION APPROVED UNANIMOUSLY

3. **Chlorination System Investigation – Update:**

Mr. Rosenbeck reported that he met with operators in each community and is now awaiting additional data from MPU. He will have a draft report at the June meeting.

4. **Engineer's Project Status Report:**

Mr. Rosenbeck highlighted activities for the following items:

 - a. **Howard Booster Pump Station Electrical System Modifications:**
During the process of installing electrical conduit, the contractor found old formation.
 - b. **Phase I A/R Valve Project Closeout:**
Warranty inspection work is expected to be complete by the end of May.
 - c. **Meter Test MH's:**
No report at this time. Rob Michaelson will be setting up testing.
 - d. **Continuity Stations Closeout:**
Jossart will have restoration work completed at continuity stations on Pine Tree Road by the end of May.
 - e. **Cooperstown Trench Repair:**
 - i. **Manitowoc County Highway Department:**
The Highway Department has been given authorization to fill any additional sink holes.
 - ii. **Dorner, Inc.**
A letter has been sent to Dorner notifying them that uncompleted ditch work should be finished by the end of May.
5. **Status Report for Project Closeout:**
 - a. **Corrpro Investigation for Contract "E":**
Again, there has been no report from Corrpro regarding assessment of pipe continuity.
 - b. **Contract "E" Closeout:**
Refer to 5a above.
 - c. **Contract "F" Closeout:**
A request has been sent to CTE regarding resolution of bonding straps/ continuity of buried site piping. Vaclavik stated he received a call from CTE indicating they are working on this request.
 - a. **City of Manitowoc Johnson & Magnolia Settlement:**
Awaiting information from Manitowoc regarding resolution of concrete pavement issues at the Magnolia and Johnson Street intersection.
 - b. **Final Documents to MPU:**
All documents have been forwarded to MPU.
 - f. **Warranty Inspections in May for A, B, D, E, & G, H, & I:**
Inspections are to be conducted by the end of May.
6. **General Engineering Services – Scope of Work:**

A draft agreement for professional engineering services from McMahon Inc was distributed by Mr. Rosenbeck. He explained that McMahon Inc is separate from McMahon Associates with a different ownership arrangement. The Technical Committee discussed a scope of work and a procedure for authorizing specific tasks.

Discussion by the Committee resulted in the opinion that they are very pleased with the work that has been done by McMahon. Given the lack of local engineers able to provide services because of conflict of interest issues, they recommend that the relationship be continued. Rather than setting specific parameters for seeking RFQ's from other firms, the Committee recommended that future CBCWA engineering projects be given to McMahon Inc as the Authority's Engineer and approved individually by task order. They agreed that an RFQ process could be recommended for any tasks requiring specialized expertise, if a satisfactory task order agreement cannot be negotiated, or when the Committee or Board thinks a specific project should be opened for competition.

Mr. Little stated that both Lawrence and Ledgeview currently contract for engineering services and in both cases, the contracted engineer provides both general engineering and specific project design and construction services. Little stated this is a fairly common industry practice. An opinion from the National Society of Professional Engineers was distributed in which they indicate that such an arrangement meets ethical standards for professional engineers.

7. **Purchasing Policy Guidelines – Professional Services:**

The Purchasing Policy adopted in October of 2008 was distributed. Mr. Vaclavik explained that the policy is lacking in areas of when to go out for proposals and when to get quotes. He presented various models to the Committee who indicated they prefer that professional services be based on an RFQ process rather than an RFP process. The Committee suggested that Vaclavik rewrite the present policy with the intent to establish parameters for purchasing levels, professional and engineering services, which at this time is silent to these matters.

8. **Well Management - Emergency Back-Up Water Supply:**

A letter directed to Larry Landsness of the DNR from Mr. Vaclavik was distributed. He explained this communication is in response to the six member communities of the CBCWA being informed of zero total withdrawal baselines based on current system capacity.

He explained to Mr. Landsness that the Authority purchases finished water from Manitowoc Public Utilities and transports it to a single transmission main. There are no interconnects with other systems and local communities are required to maintain one day average use for storage. The local well systems provide backup capacity to the member communities in the event of shut down of the transmission system for maintenance.

Because of the occurrence of several short term shut downs, the CBCWA is investigating the possibility that the system will need modification before contractors are released from their contract obligations. It is the expectation that members will need to operate their well systems for an extended period of time for repairs.

Vaclavik requested that the wells being maintained for emergency backup be registered as existing baseline capacity for each community as they are concerned that zero baselines would be subject to misinterpretation and could negatively impact the future ability to operate local wells in emergency situations.

Information was provided to Mr. Landsness regarding current capacity of the six member community wells for emergency use.

9. **10-Year CIP – Potential Project Listing:**

There will be no action on this item until August.

10. **Contract Change Orders:**

a. None

11. **Next Meeting:**

Regular Meeting - Monday, June 15, 2009 – 1:30 p.m., Allouez Village Hall

Next Agenda:

Expansion of Phase II work scope to include Phase III work

Adjourn:

Motion made by Lawrence and seconded by Allouez to adjourn at 2:40 p.m.

MOTION APPROVED UNANIMOUSLY

Respectfully submitted,

Rae G. Knippel
Recording Secretary