

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, June 17, 2009, at the DePere City Hall, 2nd Floor – 335 South Broadway, DePere, WI

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

Also

Present: Dave Vaclavik – Public Management Partners

The meeting was called to order by President Delo at 3:10 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 Ledgeview to approve the agenda.

MOTION APPROVED UNANIMOUSLY

Approval of Minutes:

Approve Minutes: May 20, 2009:

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

MOTION APPROVED UNANIMOUSLY

Appearances:

1. None

Administrative Committee Recommendations:

Aaron Oppenheimer highlighted discussion from the meeting held this date:

1. **Baker Tilley:**
 - a. **Audit Contract Extension:**
 - b. **MPU Audit:**
 - c. **Bond Coverage Requirements:**
 - d. **Budget/Revenue Look Back:**
 - e. **CBCWA Monthly Financial Report:**
 - f. **Training:**

Mr. Vaclavik has attempted to contact Vicki Hellenbrand to discuss the above issues. As of this date, they have not connected.
 - g. **CBCWA Water Rates:**

Water rate alternatives suggested by Vicki Hellenbrand were reviewed by the Administrative Committee. A revised draft will be presented in August for adoption in

September. Changes will need to be approved by each community. President Delo asked that the contract be amended based on actual usage as projections for the next year are based on 6% less volume. It was suggested that Ms. Hellenbrand be asked to make another presentation to the Board regarding water rates and other issues.

2. **CBCWA Purchasing Policy Amendments:**

A revised purchasing policy addressing issues of bidding and professional services, in addition to the concept of multi-year contracting for general engineering services was distributed and will be sent to Baker Tilley for their review.

3. **Resolution for WRS Participation:**

Mr. Vaclavik has attempted to contact WRS to discuss membership. He has learned from their website that a resolution will be required and that actual membership would not begin until the first of the year, although can be retroactive to the date of employment. He will draft a resolution for the July meeting.

4. **Check Authorization for Payroll:**

A request was made and approved by the Administrative Committee for a bi-weekly payroll schedule.

Motion made by Bellevue and seconded by Allouez to approve the recommendation of the Administrative Committee to approve check authorization for payroll.

MOTION APPROVED UNANIMOUSLY

5. **Insurance:**

Vaclavik will follow-up on the cost of workmen's compensation insurance and report back.

6. **General Engineering Services Contract:**

A draft RFQ was reviewed by the Technical Committee with the intent to issue it later this week to six qualified engineering firms. The Technical Committee will serve as the Selection Committee and an award will be made at the August Board meeting.

7. **Financial Reports:**

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

MOTION APPROVED UNANIMOUSLY

8. **Pay Authorizations: Vouchers:**

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

MOTION APPROVED UNANIMOUSLY

Technical Committee Recommendations:

1. No Action taken at the Technical Committee Meeting held on Monday, June 15, 2009:

As reported by the Administrative Committee in #6 above, Mr. Vaclavik reiterated that the RFQ for general engineering services was reviewed by the Technical Committee and will be sent to six qualified engineering firms. The Technical Committee will serve as the Selection Committee. President Delo volunteered to participate on the Selection Committee as well as did

Ms. Burdette. Mr. Kopish asked that all members be notified of meeting dates. President Delo requested that of the six firms, interviews be held with three.

Project Update and Status Reports:

1. **Engineer's Report:**

A written report from Gary Rosenbeck of McMahon Inc was distributed and reviewed.

Highlights regarding project closeout include:

- Corpro Investigation Report is completed for assessment of pipe continuity. Closeout of Contract E will be ready for the July meeting.
- A letter has been sent to CTE relative to a resolution of bonding straps/continuity of buried site piping in Contract F.
- Awaiting final cost information from the City of Manitowoc regarding resolution of concrete pavement issues at the Magnolia/Johnson intersection.
- Warranty inspections for Contracts A, B, D, & E are continuing.

The following status report highlighted projects in progress:

- Replacement of the ATS switch and additional site work at the Howard Booster Station has been installed and is operational. A leak in the genset fuel tank must be repaired. (See below – New Business, #1 for action on this repair work)
- Phase I Air Release Valve work – final restoration inspection in progress.
- Phase II Air Release Valve corrective work - Project contract awarded to Jossart Bros.
- Continuity Station Project Closeout –Final restoration inspection in progress.
- Dorner Ditch Restoration Project – Final restoration inspection/issues are being resolved.
- Manhole Adjustments for Denmark Paving Project – Work is being coordinated with the Denmark project.
- Work with Manitowoc County Highway Department (MCHD) to fill additional sink holes has been completed.
- Significant erosion site was identified and repaired by the MCHD.
- Phase III Air Release Valve Corrective Work is being negotiated with Jossart.

2. **Manager's Report:**

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

- Work continues with the Boardman Law Firm relative to MPU Agreement Language.
- Additional information has been received from CTE AECOM regarding inspection reports on Contract F.
- The Bellevue Bill of Sale has been given to the Village for signature.
- Cole Buergi is preparing a press release covering the hiring of a manager, start up of a new website, and the new mailing address and phone number. (920-339-0042 – P O Box 5486, DePere, WI 54115-5486.

Also reported was that MPU has filed their rate case for 2010 for the CBCWA. The rate is expected to be the same, however, there will be a PSC hearing in July. President Delo suggested that the authority submit comments to the PSC stating that a rate decrease is anticipated based on CPI and energy costs. Mr. Vaclavik agreed to draft such.

When asked regarding the new Mayor of the City of Manitowoc, it was suggested that a meeting be scheduled so that Board members can meet him. Mr. Vaclavik will schedule.

Mr. Trembl asked the status of discussions with Hobart and Mr. Vaclavik indicated there has been no decision as of this date.

New Business:

1. **Approval of Fuel Tank Repair by Tramont Corporation in an amount not to exceed \$6,000:**
As noted above in the Engineer's report, Manager Vaclavik reported that a leak has occurred in the genset fuel tank at the Howard Booster Station and must be repaired. Although only two years old, the tank was relocated and the slab has settled and is cracked. Estimate for repair received from Tramont Corporation is in the amount of \$6,000.

**Motion made by DePere and seconded by Lawrence to approve fuel tank repair by Tramont Corporation in an amount not to exceed \$6,000.
MOTION APPROVED UNANIMOUSLY**

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. None

**Motion made by DePere and seconded by Bellevue to enter into closed session at 3:30 p.m.
Roll Call: All Present. MOTION APPROVED UNANIMOUSLY**

Recording Secretary excused 3:30 p.m.

**Motion made by Allouez and seconded by Bellevue to return to regular order of business.
Roll Call: All Present. MOTION APPROVED UNANIMOUSLY**

1. **Recommendations resulting from Closed Session, if any: None**

Old Business:

1. None

Future Agenda Items:

Next Meeting – Wednesday, July 15, 2009 – 3:00 p.m., DePere City Hall

Public Comment: None

Adjournment:

**Motion made by Allouez and seconded by Bellevue to adjourn at 4:20 p.m.
MOTION APPROVED UNANIMOUSLY**

Respectfully Submitted,

Rae G. Knippel
Recording Secretary