

**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 Tuesday, February 9, 2010 at the Allouez Village Offices – 1900 Libal Street, Green Bay, Wisconsin

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

**Also**

**Present:** Dave Vaclavik, Manager

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The meeting was called to order by Chairman Scott Thoresen at 2:00 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:**

January 18 and January 22<sup>nd</sup>

Mr. Vaclavik indicated he had not yet received the January 22<sup>nd</sup> minutes.

**Motion made by Lawrence and seconded by Allouez to approve the minutes of January 18<sup>th</sup>.** **MOTION APPROVED UNANIMOUSLY**

**APPEARANCES:**

1. None Scheduled

**COMMUNICATIONS:**

1. None

**AGENDA ITEMS:**

1. **Contract with McMahon, Inc.**
  - a. **Confirmation of Task Order #1 to provide General Support to CBCWA:**

Task Order #1 was previously distributed for review. Vaclavik explained that this agreement offers engineering services for a one year period at a cost of \$30,000. Services include the following:

- To prepare reports and attend CBCWA Board meetings and Technical Committee meetings.
- To provide technical responses to issues and questions raised by the CBCWA Board, Technical Committee, and Manager not covered under other Task Orders.
- To provide technical support relating to issues with design and/or operation of the Water System, not covered under other Task Orders.
- To review operational or system issues identified by the CBCWA or MPU on an as needed basis.
- To assist in developing a long-range Capital Improvement Plan
- To assist in grant and other funding location and application
- To assist in the annual budgeting process.
- To represent the CBCWA in dealings with contractors, vendors, and/or government agencies.
- To meet with the City of Manitowoc, MPU, and member communities in response to questions or issues relating to the design or operation of the water system.
- To provide technical support to the close-out of any remaining project contracts.

The engineer will be paid an amount equal to the cumulative hours charged under the Task Order by engineer's employees times the employee's standard hourly rate, plus reimburseable expenses per an attached fee schedule. Discussion by the committee resulted in a recommendation to approve.

**Motion made by Howard and seconded by Allouez to recommend approval of Task Order #1 from McMahon Inc for general support services to the CBCWA in 2010 in an amount not to exceed \$30,000.**  
**MOTION APPROVED UNANIMOUSLY**

b. **Chlorination System Design Services:**

A proposal for professional services from McMahon Inc was reviewed. McMahon has prepared a report evaluating the chlorination systems at the metered connection stations as required by the WDNR. That report presented modifications required at seven sites and new gas chlorine systems at two sites to comply with DNR code requirements. A review and conceptual approval of these modifications was received from the DNR in January.

McMahon's scope of service includes:

To provide plans and specifications for the equipment, material, and labor to purchase and install the required systems at eight sites (less Master Meter Station); To submit plans and specifications to the DNR for review, comment, and approval; To assist the CBCWA in obtaining price quotes for the furnishing, installation, and coordination required for the replacement of chlorine residual analyzers; To develop bidding documents, and to obtain quotations for the chlorination equipment; To provide shop drawing review, To provide contract administration services,

and to provide record drawing documents. Discussion by the committee resulted in the consensus to recommend the following:

**Motion made by Allouez and seconded by Lawrence to recommend that McMahon proceed with activities related to chlorination system upgrades to meet WDNR requirements and resolve operating concerns, including replacement of residual chlorinators, appropriate salvage and sale of existing equipment, and future work at LE-2 necessary to bring that station on-line at a cost of \$10,200, with associated costs to be borne by the Authority.**  
**MOTION APPROVED UNANIMOUSLY**

2. **Chlorination Upgrade Cost Responsibilities:**

The process of chlorination system upgrades has been ongoing for some time with WDNR review of operations, consideration of operator issues with the chlorine systems and general unhappiness with the system as originally constructed. Discussion by the committee resulted in a recommendation that the Authority take the necessary action to satisfy WDNR requirements to correct the decision made during the original design process. At this time the LE-2 station is not operating and the following motion clarifies the intent of the committee to make the necessary improvements to this station prior to its placement into operation. A lump sum proposal has been received from McMahon for design phases (\$4,800), construction (\$3,600), and record drawing (\$1,800), or a total of \$10,200.

**Motion made by Howard and seconded by Allouez to recommend approval of chlorination system upgrades to meet DNR requirements and resolve operating concerns, including replacement of residual chlorinators, appropriate salvage and sale of existing equipment, and future work at LE-2 necessary to bring that station online, with associated costs to be borne by the Authority. MOTION APPROVED UNANIMOUSLY**

3. **Connection Station Maintenance Agreements/Responsibilities:**

Mr. Vaclavik explained that the connection stations were designed to separate Authority and member functions and equipment. At one time there was discussion about "condo agreements" or other solutions which would divide operating expenses and responsibility for the facilities. Attorney Kobza has stated that the Authority has no formal agreement and that the mutual responsibilities of the members and the Authority are unclear. Most of the stations were provided by the Authority, however, they were placed on member land without easement. Discussion by the committee resulted in the consensus that the issue should be resolved and the Manager was directed to work with Attorney Kobza to prepare a draft agreement. Mr. Berndt suggested that one possibility would be for the Authority to turn over the stations to the members and then have an access and maintenance agreement. Alternatives and options will continue to be discussed before a decision is made.

**Motion made by Allouez and seconded by Howard to have the Manager work with legal counsel to draft a connection maintenance agreement and return to the Committee for discussion.**

**MOTION APPROVED UNANIMOUSLY**

4. **CDM Report:**

A special meeting with CDM held on January 22<sup>nd</sup>, resulted in a request that they revisit assumptions which were made and to adjust their report in light of comments made by the DNR who was represented at the meeting.

5. **Member Water Usage Trends:**

The Manager reported that January consumption is down 13% from last year. CDM will be reviewing water usage trends and will include that in their report on assumptions.

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

- a. **Chlorination System Evaluation Report Update:**
- b. **Air Release Valve Project Update:**

The Manager indicated that the engineer is out of town and did not supply an update.

7. **Meeting Schedule (please bring your calendar and we will set schedule for the remainder of 2010):**

The Manager explained that President Delo has requested more time between the Technical Committee meeting and the Board meeting. Therefore, a new schedule was set. All meetings will be at the Allouez Village Hall at 1:30 p.m., except for December which will be at 2:30.

March 8<sup>th</sup>, Monday

April 12<sup>th</sup>, Monday

May 11<sup>th</sup> – Tuesday

June 7<sup>th</sup> - Monday

July 12<sup>th</sup> – Monday

August 10<sup>th</sup> - Tuesday

September 7<sup>th</sup> - Tuesday

October 11<sup>th</sup> – Monday

November 9<sup>th</sup> – Tuesday

December 3<sup>rd</sup> - Friday

**Next Technical Committee Meeting:**

**Tuesday, March 8<sup>th</sup>, 2010 – 1:30 a.m. - Allouez Village Hall**

**OLD BUSINESS:** None

**Adjourn:**

**Motion made by Lawrence and seconded by Allouez to adjourn at 3:07 p.m.  
MOTION APPROVED UNANIMOUSLY**

Respectfully submitted,

Rae G. Knippel,  
Recording Secretary