

## **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 24, 2010, at the DePere City Hall, 2<sup>nd</sup> Floor – 335 South Broadway, DePere, WI

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**Present:** Allouez – Kopish, Bellevue - Oppenheimer, DePere-Delo, Howard-Bartelt,  
Lawrence –Trembl, Ledgeview-Burdette

**Also**

**Present:** Dave Vaclavik – Manager, CBCWA  
Gary Rosenbeck, McMahan Inc

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The meeting was called to order by President Delo at 3:05 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 DePere to approve the agenda.**

**MOTION APPROVED UNANIMOUSLY**

**Approval of Minutes:**

Approve Minutes: Administrative Committee & CBCWA Meetings of 2-17-2010

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

**MOTION APPROVED UNANIMOUSLY**

**Appearances:**

1. None Scheduled

**Administrative Committee Recommendations:**

Aaron Oppenheimer highlighted discussion from the committee meeting held this date:

1. **Office Space Rental from Village of Bellevue:**

A copy of the proposed lease between the CBCWA and the Village of Bellevue for office space for the Manager was distributed to the Board. Mr. Vaclavik pointed out that the lease includes internet and phone service, and provides adequate storage space with access to meeting rooms. The move is planned for March 29<sup>th</sup>.

**Motion made by DePere and seconded by Lawrence to approve the Lease Agreement between the Village of Bellevue and the Central Brown County Water Authority for office space for the CBCWA Manager.**

**Ayes:** Allouez, DePere, Howard, Lawrence, Ledgeview

**Abstain: Bellevue**

**MOTION APPROVED**

2. **Investment Strategy for CBCWA – CD's:**

Because of discussion at the February meeting regarding below average return on CD's with Wells Fargo, alternatives were sought. Mr. Vaclavik reported that an increase of 2% could be seen by using local institutions with a \$250,000 insurance limit. As of this date, Vaclavik stated there are several institutions who would offer over 2% interest for 12 month terms. He suggested that the Board consider taking some of the funds invested at Wells Fargo and distributing them among banks with better investment rates. Staggered investment dates would help to minimize the risk of losing out to increasing interest rates. Another alternative is to consider investing in CDARS, essentially using a broker to spread investments across individual banks. Contact with the auditors determined they no longer oppose this approach if used with caution.

President Delo asked about the possibility of the CBCWA offering short term loans to the School District. Tremml questioned if this was acceptable under the present investment policy and the Manager agreed to check with Ehlers and with the Green Bay School District. Mr. Delo offered to contact the DePere School District directly and report back.

3. **Modification to MPU Billing Rates:**

Mr. Vaclavik reported that MPU has discovered a malfunction in the electric meter that monitored the Authority's finished water pumping station. Two of three pumps had blown circuits and have not been recording since the time of start-up. MPU is seeking to adjust rates. The total cost impact will be zero, however, there will be a reduction in rate per thousand gallons with an increase in pass through costs.

4. **Audit:**

Baker-Tilly has started the 2009 audit process and have an accountant's copy of the books. In addition, they will have on-line access within a week. The Manger is attempting to schedule an office visit for April and has targeted May for a presentation to the Board. At the request of Mr. Tremml, the Manager will contact Vicki Hellenbrand regarding an audit report of MPU construction expenses which was a requirement of contract.

5. **Web Site-E-Mail Addresses:**

The revised web-site is under review and will be ready soon. There is capacity to give e-mail addresses to the Board and/or committee members with a @cbcwa.com address. Another option is to set e-mails by position (Manager, President, VP, etc.) Discussion resulted in a request that Board members be identified on the site with contact information included. A press release is planned.

6. **Financial Reports:**

Financial reports were reviewed and deemed appropriate for approval.

**Motion made by Bellevue and seconded by Howard to approve.**

**MOTION APPROVED UNANIMOUSLY**

7. **Pay Authorizations/Vouchers:**

An up-to-date voucher list was reviewed and questions answered specific to Bonestroo; Camp, Dresser & McKee; Total Core BTS, Inc.,

**Motion made by DePere and seconded by Lawrence to approve.**

**MOTION APPROVED UNANIMOUSLY**

**Technical Committee Recommendations:**

1. **No Action taken at Technical Committee Meeting held March 8, 2010:**

**PROJECT UPDATE AND STATUS REPORTS**

1. **Engineer's Report:**

At the request of the Board at the last meeting, Mr. Rosenbeck reported that McMahon investigated the possibility of a grant or low interest loan funding for the chlorination system upgrades. Contact with the WDNR regarding additional ARRA (American Recovery & Reinvestment Act) funding for drinking water projects resulted in his understanding there is no funding currently available and will probably not be for some time to come. In addition, the grant conditions would require compliance with Davis-Bacon and other regulations that would drive the cost of the project up considerably, negating much of the benefit of a grant subsidy.

2. **Manager's Report:**

Manager Vaclavik distributed his written report of activities during the last reporting period, highlighting the following:

- System Study – CDM has committed to providing a written draft report by the 26<sup>th</sup> of March. When received, it will be distributed and discussed at the next Technical Committee meeting
- McMahon Inc – A supplemental proposal to prepare a specific report on potential system interconnects between members will be prepared by McMahon, building on the results of the CDM study.
- Pressure Reducing Station Modifications – MPU will be managing updates to the PRV station. Parts have been ordered and will be installed when received.
- Boardman Law Firm –
  - o Will begin the process of having enabling legislation amended to allow wholesale water sales to non-members. Attorney Kobza has indicated that the Authority should begin searching for sponsors, although the earliest it could be considered would be next session, or the end of 2010.
  - o Depositions will begin on the Dorner/PTS/Michels case in mid-April.
  - o The SJ Louis case has been closed.
- Village of Denmark – A report from the Village of Denmark's Engineer has been received regarding the relative costs of connection to our system and continuing on wells. Denmark will delay any decision until their May meeting to allow the Authority time to submit a proposal.

**New Business:**

1. None

**Old Business:**

1. **Chlorination System Upgrade:**

**CLOSED SESSION:**

The Board may go into closed session to discuss contracting for distribution of water and 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; and Statute

**19.85 (1)(e), deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. The Board will then reconvene back into open session. No Closed Session**

**Next Meeting:**

1. **Suggested Agenda Items:**
2. **Regular Meeting scheduled for Wednesday, April 21, 2010, 3 p.m., DePere City Hall**

**Motion made by DePere and seconded by Ledgeview to adjourn at 3:47 p.m.**

**MOTION APPROVED UNANIMOUSLY**

Respectfully Submitted,

Rae G. Knippel  
Recording Secretary