

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, May 19, 2010, at the DePere City Hall, 2nd Floor – 335 South Broadway, DePere, WI

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

Also

Present: Dave Vaclavik – Manager, CBCWA
Gary Rosenbeck/ Don Voogt, McMahan Inc
Craig Berndt - Allouez

The meeting was called to order by President Delo at 3:04 p.m.

Roll Call:

Call the roll for attendance. Roll call was taken as noted above.
Mr. Rosenbeck introduced Don Voogt stating

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: March 24, 2010

Motion made by DePere and seconded by Howard to approve the minutes.

MOTION APPROVED UNANIMOUSLY

Appearances:

None

Administrative Committee Recommendations:

1. **Consideration of Investment Proposal from Community Investment Partners:**
Manager Vaclavik reported that a proposal was received from Community Investment Partners to manage some or all of the Authority's cash assets. They will require one-quarter of a percent to do this. They did not offer any examples of what kind of returns they are currently getting. Mr. Vaclavik indicated that in addition to managing the money, the Authority can expect better reporting, however, may not really gain anything in terms of interest. When asked by Ms. Burdette if this service would be provided by Wells Fargo, Mr. Vaclavik replied that Wells Fargo is tied into brokerage CD's and work within their providers.

Further discussion by the Board resulted in a need for further information and that CIC expand their proposal to include:

- What rates they are currently receiving
- A sample portfolio
- Referrals from current clients
- Experience

Mr. Vaclavik will follow-up on this directive.

2. **Financial Reports:**

Reports were provided. Mr. Vaclavik indicated that he is still learning to work with QuickBooks On-Line and has made significant progress.

In response to a question at the last meeting regarding interest, Vaclavik stated that interest on the \$10 million bond fund is locked at 4.5%.

Motion made by DePere and seconded by Ledgeview to approve.

MOTION APPROVED UNANIMOUSLY

3. **Pay Authorizations/Vouchers:**

Vouchers were distributed for review. Mr. Oppenheimer suggested that Bellevue may be interested in doing the bookkeeping presently done by *Bookkeeping by Amy*. Mr. Vaclavik agreed to discuss this further with him, however, pointed out the present price is reasonable.

Motion made by Lawrence and seconded by Bellevue to approve.

MOTION APPROVED UNANIMOUSLY

Technical Committee Recommendations:

1. **Recommendation to authorize McMahon, Inc. to establish a basic GIS system using the unexpended engineering funds and the data captured during the valve vault rehabilitation project. Cost not to exceed the remaining value in the existing engineering contract and scope and budget to be presented at the Board meeting:**

The Technical Committee has recommended that McMahon establish a basic GIS system using the unexpended engineering funds and the data captured during the valve vault rehabilitation project, the cost not to exceed the remaining value in the existing engineering contract. No new data collection would be involved at this time. McMahon was asked to prepare a task list and potential approach for development of a more comprehensive system.

Discussion by the Board clarified that this system would be compatible with that used by the City of Manitowoc and by MPU when they implement a system. The project would be completed by the end of summer.

Mr. Rosenbeck indicated that until a host is chosen, the system will be available on disc. When asked about possible State funding, Mr. Rosenbeck agreed to follow-up with Bay Lakes.

Motion by DePere, seconded by Ledgeview to approve a Task Order to McMahon to establish a basic GIS system using the unexpended engineering funds and the data captured during the valve vault rehabilitation project.

MOTION APPROVED UNANIMOUSLY

2. **Recommendation to award contracts for the purchase and installation of the chlorination system upgrades necessary to meet Department of Natural Resources requirements as follows:**

Mr. Vaclavik informed the Board that the Authority has been directed by the DNR to make improvements to the chlorination systems at the connection stations to provide emergency protection over the potential range of operating flows. Quotes were requested and received from three suppliers and three installers.

Mr. Vaclavik added that several proposals were received for the LW-2 equipment, however Regal does not sell equipment that covers the lower volumes experienced at that station. The Regal vendor proposed a customized system.

Recommendation was made by the Technical Committee to award contracts for the purchase and installation of the chlorination system upgrades necessary to meet DNR requirements as included in the motion below.

Motion by DePere, seconded by Howard to approve as follows:

- Base quotation for Regal Equipment to SPD Incorporated in the amount of \$21,940.00
- Optional Equipment at LW-2 to be presented at the Board meeting on review by the Town of Ledgeview, the Engineer, and the Manager
- Installation by Reeke-Marold Company in the amount of \$9,300.00:

MOTION APPROVED UNANIMOUSLY

3. **Approve the purchase of 8 chlorine analyzers, 8 reagent sets, and start-up and training services from Hach Company in the amount of \$29,745.12**

Mr. Vaclavik explained that this equipment will be provided to the members for installation using local forces. It should be noted that any SCADA modifications required as a result will be the responsibility of the member community.

Motion by Ledgeview, seconded by DePere to approve the purchase of 8 chlorine analyzers, 8 reagent sets, and start-up and training services from Hach Company in the amount of \$29,745.12. MOTION APPROVED UNANIMOUSLY

PROJECT UPDATE AND STATUS REPORTS

1. **Engineer's Report:**

Gary Rosenbeck distributed a written report highlighting the items addressed above. He introduced Don Voogt who he stated would be attending meetings over the summer in his absence.

2. **Manager's Report:**

Manager Vaclavik distributed his written report highlighting the following:

- Vicki Hellenbrand conducted an audit on Monday, May 10th and will be making a presentation at the June Board meeting.
- The first of two semi-annual bond payments will be made this month.
- CDM provided an extensive written draft report which was distributed to Technical Committee members for their review. A special meeting is scheduled for May 26th to review the report and prepare a comment sheet for CDM response.

- McMahon has been asked to prepare a supplemental proposal to prepare a specific report on potential system interconnects between members. This work would build on the results of the CDM study, therefore is on hold until the CDM report is concluded.

New Business:

1. None

Old Business:

1. None

Next Meeting:

1. **Suggested Agenda Items:**
 - Audit
 - Potential Participants in Authority
2. **Next Regular Meeting scheduled for Wednesday, June 16, 2010 - 3 p.m., DePere City Hall
May 26, 2010 - Special Technical Committee – 12 noon, Allouez Village Hall**

Motion made by DePere and seconded by Bellevue to adjourn at 3:45 p.m.

MOTION APPROVED UNANIMOUSLY

Respectfully Submitted,

Rae G. Knippel
Recording Secretary