

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, August 18 2010, at the DePere City Hall, 2nd Floor – 335 South Broadway, DePere, WI

Present: Allouez – Kopish, Bellevue - Oppenheimer, DePere-Delo, Howard-Farr
Lawrence –Little
Excused: Ledgeview-Burdette
Also Present: Dave Vaclavik – Manager, CBCWA
Vicki Hellenbrand – Baker Tilly

The meeting was called to order by President Delo at 3:08 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 DePere to approve the agenda.

MOTION APPROVED UNANIMOUSLY

Approval of Minutes:

Approve Minutes: July 21, 2010

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

MOTION APPROVED UNANIMOUSLY

Appearances:

1. **Vicki Hellenbrand presenting Audit Report on MPU Water Plant Construction:**
Vicki Hellenbrand distributed a letter dated 8/18/2010 explaining that Baker Tilly, as requested, tested compliance related to the agreement between the Central Brown County Water Authority (CBCWA) and Manitowoc Public Utilities (MPU). MPU has submitted their final invoice related to construction of water treatment facilities associated with providing water to the Authority. Review of that invoice and findings of the audit were highlighted with Ms. Hellenbrand stating that the analysis included review of the original contract, change orders, final pay requests, in addition to permitting and timeliness of the project.

Administrative Actions & Reports:

1. **Acceptance of MPU Audit:**
As the above reference audit report was not received until this date, President Delo asked for time to review it more closely and to discuss with Attorney Kobza.

Motion made by Bellevue and seconded by Allouez to table until the September meeting to allow further time for review. MOTION APPROVED UNANIMOUSLY

2. **Approval of Final Construction Payment to MPU in the amount of \$125,481.28:**
No Action

3. **CBCWA Support for Sustainability Efforts:**

At the Technical Committee meeting held earlier this month, Bill Balke, Public Works Director for the Village of Bellevue, explained that Bellevue has been working on a project to promote sustainability and has requested support from the Water Authority. Bellevue is proposing to purchase a number of aluminum water bottles to be offered to residents who take advantage of their E-billing system and electronic newsletter. Discussion by the committee resulted in the suggestion that the water bottles include both the Village of Bellevue logo as well as that of the CBCWA and all member communities

Discussion by the Board resulted in interest in the suggestion and by a recommending by Ray Kopish that Leonard & Finco be contacted for marketing purposes. One idea for distribution is at area events. Projected cost is \$3.50 per bottle.

Greg Little emphasized that bottled water is set to no standards, while pumped water is.

Motion made by Allouez and seconded by Bellevue to refer to Leonard & Finco for review. MOTION APPROVED UNANIMOUSLY

4. **Set Date for Special Joint Meeting of the Board and Technical Committee:**

Date for Special Joint Meeting of the Board and Technical Committee to discuss the CDM report will be scheduled at the beginning of the regular Board meeting on Wednesday, September 15, 2010, at 3 p.m.

5. **Set Date for Public Hearing on the Budget (October 20, 2010 suggested):**

Public Hearing on Budget will be held at the beginning of the regularly scheduled Board meeting on Wednesday, October 20, 2010 at 3:00 p.m. Mr. Vaclavik offered to appear at any of the local Board meetings to discuss and explain the budget further.

6. **Financial Reports:**

Financial reports were highlighted by the Manager and recommended for approval.

Motion made by Lawrence, seconded by DePere to approve financial reports. MOTION APPROVED UNANIMOUSLY

7. **Pay Authorizations/Vouchers:**

As above, pay authorizations/vouchers were highlighted by the Manager and recommended for payment.

Motion made by Bellevue, seconded by Allouez to approve payment of the pay authorizations/vouchers. MOTION APPROVED UNANIMOUSLY

Technical Committee Recommendations:

1. **Consideration and Approval of 2011-2020 Capital Improvement Plan:**

The Manager reported that the Technical Committee at their meeting on August 10th, reviewed the 2011 Capital Improvement Budget. He explained that the plan minimizes expenses for 2011 and the CIP includes a power generating turbine that would be built only with grant support, and cathodic protection of the 48" pipeline to be scheduled based on the findings of the 2011

corrosion inspection. Projects scheduled for 2014 and beyond may be deferred to later dates based on operating experience and local storage decisions.

The Technical Committee had a lengthy discussion regarding flow information. Mr. Vaclavik explained that one of the significant factors in planning future capital improvements will be how member communities manage their daily flows and how successfully they can minimize peak demands on the system. The CDM has suggested that member communities significantly improve their operating procedures. Analysis of the data during two July dates indicates there has been improvement in balancing flow during daily operations, with the City of DePere the most successful with this effort.

The Technical Committee will further discuss this issue and report back.

2. **Approval of Change Order #2 to Jossart Brothers in the amount of \$8,000 to modify two additional air relief manholes to provide proper venting:**

The Manager explained that two additional air relief manhole locations have been discovered, both of which need to be properly vented. Neither were correctly identified on the record drawings or included in the original scope of work with Jossart Brothers. He explained that the Jossart contract is still open and discussion by the Tech Committee resulted in a recommendation for approval of Change Order #2 in the amount of \$8,000 to complete the work. He indicated that one of the locations will require significant asphalt pavement restoration.

Motion made by Lawrence, seconded by Howard to approve Change Order #2 to Jossart Brothers in the amount of \$8,000. MOTION APPROVED UNANIMOUSLY

3. **Task Order #4 with McMahon, Inc. in the amount of \$5,000 for Corrosion Inspection Related Services:**

As the 2010 budget includes funds for performing a corrosion inspection, The Technical Committee has requested a proposal from McMahon. That proposal, in the amount of \$5,000, will prepare specifications and manage the project, and will identify any corrosion which has occurred since the system was installed. If necessary, McMahon will design appropriate protection systems.

Motion made by Bellevue, seconded by DePere to approve Task Order #4 with McMahon in the amount of \$5,000 for corrosion inspection related services. MOTION APPROVED UNANIMOUSLY

PROJECT UPDATE AND STATUS REPORTS

1. **Engineer's Report:**

No Report. No Action.

2. **Manager's Report:**

Manager Vaclavik distributed his written report highlighting the following:

- MPU 2011 Rates – Budget information from MPU shows only minor increases in the pass-through component and the rate per 1000 gallons unchanged from 2010, meaning that the effective combined rate for 2011 is projected at 84 cents per 1000 gallons, identical to rates for 2009 and 2010.

- Accounting Services – Karen Simons of the Village of Bellevue, along with the Manager, will be working with Vicki Hellenbrand relative to 2011 accounting services.
- Condo Agreements - Although Attorney Kobza drafted condo agreements for members and the Authority in 2004, it appears that not all members signed them. As the agreements do not reflect the facilities that were actually constructed, specifically in the case of Allouez and Bellevue, modifications will be made and brought back for consideration.
- Chlorination Equipment – Equipment has been delivered and installation has begun. Analyzers have been installed with training scheduled to begin on August 13th.

Manager Vaclavik highlighted other activities during the last reporting period related to connection fees, GIS system development, the Nowack agreement, Bellevue water main transfer, connection fees, litigation status, etc.

New Business:

1. **Approval to authorize DDS to lower fiber optic cable in conjunction with WDOT projects at Scheuring Road and Lawrence Drive and at STH 172 and CTH GE on a time and materials basis:**

Mr. Vaclavik estimated this request to be under \$10,000 and on a time and material basis.

**Motion made by Bellevue, seconded by DePere to approve.
MOTION APPROVED UNANIMOUSLY**

Old Business:

1. None

Next Meeting:

1. **Suggested Agenda Items:**
Ray Kopish requested any feedback from municipal meetings regarding the 2011 budget be brought before the Board, in addition to a report on the request that Leonard & Finco market the sustainability efforts suggested by Bellevue.
2. **Next Regular Meeting scheduled for Wednesday, September 15, 2010 - 3 p.m.,
DePere City Hall**

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

Respectfully Submitted,

Rae G. Knippel
Recording Secretary