

## PROCEEDINGS OF THE CENTRAL BROWN COUNTY WATER AUTHORITY

Pursuant to Section 19.84 Wis. Stats., a special meeting of the **Central Brown County Water Authority** was held on Wednesday, October 27, 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, Lawrence –Little, Ledgeview-Burdette  
**Excused:** Howard  
**Also Present:** Dave Vaclavik – Manager, CBCWA  
Don Voogt – McMahon Inc.  
Scott Thoresen – Technical Committee Chairman

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The meeting was called to order by President Delo at 3:07 p.m.

### Roll Call:

Call the roll for attendance. Roll call was taken as noted above.

### Approval of Agenda:

Approve Agenda

**Motion made by DePere and seconded by Allouez to approve the agenda.**

**MOTION APPROVED UNANIMOUSLY**

### Approval of Minutes:

Approve Minutes: September 15 and October 5, 2010

**Motion made by Bellevue and seconded by Ledgeview to approve the agenda.**

**MOTION APPROVED UNANIMOUSLY**

### Appearances:

1. None

### Administrative Actions & Reports:

#### 1. **Presentation and Consideration of CBCWA 2011 Budget and Rates:**

Manager Vaclavik reported that he has made presentations on the 2010 budget and rates to four of the six member communities (Allouez, DePere, Ledgeview and Bellevue). Comments and questions were made regarding declining water sales, expansion of customer base, and concern over ongoing litigation. Vaclavik indicated there will be no rate increase from MPU, that it will remain the same as it has over the last three years. He explained that the goals for the coming year are to meet immediate operating and capital needs; to comply with bond coverage requirements; to defer additional capital through operational strategies; and to minimize cost impact to members.

Total charges to members were addressed which include the member allocation, security fund (each member is required to accumulate two months O&M and Capital Reserve set aside in the event of nonpayment), with a water rate set for 2011 at \$4.16 as compared to \$3.81 in 2010.

Mr. Treml informed the Board of potential grants for green energy through an arrangement with power companies. Vaclavik will follow-up.

In addition, Mr. Kopish indicated that Allouez has been selected to be in a pilot program regarding conservation measures.

**Motion made by DePere, seconded by Bellevue to adopt the CBCWA 2011 Budget and Rates. MOTION APPROVED UNANIMOUSLY**

2. **Financial Reports:**

The Manager reported that he continues to work with Karen Simons at the Village of Bellevue on a new format for the Chart of Accounts. Vicki Hellenbrand has made a number of journal entries in preparation for turning accounting responsibilities over to Karen. A \$4 million bond payment will be made in November, which will bring the account back to the reserve level.

**Motion made by Bellevue and seconded by Lawrence to approve the financial reports. MOTION APPROVED UNANIMOUSLY**

3. **Pay Authorizations/Vouchers:**

The payment list was reviewed and questions related to Wells Fargo and Core BTS answered satisfactorily.

**Motion made by Lawrence, seconded by Ledgeview to approve pay authorizations/ vouchers. MOTION APPROVED UNANIMOUSLY**

**Technical Committee Recommendations**

1. **Recommendation to award Corrosion Inspection Contract to Cathodic Protection Management of Elburn, IL in the amount of their quote of \$18,200:**

Scott Thoresen, Chairman of the Technical Committee reported that the committee requested quotes for corrosion inspection services from three companies and received two. Because of references, the committee is recommending that the contract be awarded to the higher of the two responders, Cathodic Protection Management of Elburn, Ill in the amount of \$18,200.

**Motion made by Ledgeview and seconded by Allouez to approve the recommendation of the Technical Company and award a contract for corrosion inspection to Cathaodic Protection Management in the amount of \$18,200. MOTION APPROVED UNANIMOUSLY**

2. **Authorization for Brown County Highway Department to make repairs to County Trunk "J" with a projected cost of \$1,100:**

Thoresen explained that the CBCWA was required to provide a 5-year warranty to Brown County for work completed on CTH "J". As there has been some settlement (sink holes) requiring repair and the County has offered to do the work for \$1,100, the Technical Committee recommends approval.

**Motion made by DePere and seconded by Ledgeview to approve the recommendation of the Technical Company to authorize the Brown County Highway Department to make repairs to County Trunk "J" at a projected cost of \$1,100. MOTION APPROVED UNANIMOUSLY**

3. **Recommendation to accept the System Study Report from Camp, Dresser, & McKee:**  
Thoresen reported that the Technical Committee has reviewed the findings of the CDM study and recommend acceptance of the report. He announced that Rob Michaelson from MPU will be attending the next Technical Committee meeting on November 9<sup>th</sup> to discuss planning and implementation of operational protocols. There is no commitment to complete any of their recommendations. The Executive Summary of the CDM study can be found online.

**Motion made by Allouez and seconded by Lawrence approve the recommendation of the Technical Company to accept the System Study Report from Camp, Dresser, & McKee.**  
**MOTION APPROVED UNANIMOUSLY**

**Project Update and Status Reports:**

1. **Engineer's Report:**  
Don Vooght of McMahon reported that he will be monitoring the corrosion inspection as noted in #1 above.

Mr. Trembl indicated he was informed there have been some operational problems with the Town of Lawrence chlorine system. Neither Vaclavik nor Vooght were aware, but agreed to follow-up.

2. **Manager's Report:**  
In addition to the items above, Vaclavik highlighted the following activities during the last reporting period:
- McMahon GIS System Development – A task order has been approved and McMahon has begun to develop a system.
  - Bellevue Water Main Transfer & Condo Agreements – Attorney Kobza is working on the necessary documents.

Vaclavik also reported that McMahon has been asked to prepare a supplemental proposal and prepare a report on potential system interconnects between members based on the results of the CDM study. The proposal is on hold until further discussion of the CDM draft is concluded.

**New Business:**

1. None

**Old Business:**

1. None

**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 or 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.**

**Motion made by DePere, seconded by Bellevue to enter into Closed Session at 3:20 p.m.**  
**Roll Call: All Present. MOTION APPROVED UNANIMOUSLY**

*Recording Secretary excused 3:30 p.m.*

**Motion made by Bellevue, seconded by DePere to return to regular order of business at 4:30 p.m. Roll Call: All Present. MOTION APPROVED UNANIMOUSLY**

1. **Action, if any, resulting from Closed Session:**

**Next Meeting:**

1. **Suggested Agenda Items for Next Meeting November 17, 2010:**

**Motion made by DePere and seconded by Bellevue to adjourn at 4:30 p.m.**

**MOTION APPROVED UNANIMOUSLY**

Respectfully Submitted,

Rae G. Knippel  
Recording Secretary