

PROCEEDINGS OF THE CENTRAL BROWN COUNTY WATER AUTHORITY

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Central Brown County Water Authority** was held on Wednesday, November 17, 2010, at the DePere City Hall Board Chambers, 335 South Broadway, DePere, WI

Present: Allouez – Berndt, Bellevue - Oppenheimer, DePere-Delo, Howard-Bartelt, Lawrence –Little, Ledgeview-Burdette
Also Present: Dave Vaclavik – Manager, CBCWA
Gary Rosenbeck – McMahan Inc.

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.

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: October 27, 2010

Motion made by Bellevue and seconded by Ledgeview to approve the minutes.
MOTION APPROVED UNANIMOUSLY

Appearances:

1. None

Administrative Actions & Reports:

1. **Meeting Calendar for 2011:**
A proposed 2011 meeting schedule was distributed. Technical Committee meetings will be either the 1st Monday or 1st Tuesday of the month, with Board meetings on the 3rd Wednesday, unless otherwise noted.

2. **Authorize Board President to Negotiate 2011 Employment Agreement with CBCWA Manager for consideration at December meeting:**

Motion made by Bellevue and seconded by Howard to authorize the Board President to negotiate a 2011 Employment Agreement with the CBCWA Manager for consideration at the December meeting. MOTION APPROVED UNANIMOUSLY

3. **Financial Reports:**

The Manager reported that he continues to work with Karen Simons at the Village of Bellevue to develop a new chart of accounts with the approval of Vicki Hellenbrand at Baker Tilly. At this time, it is 90% complete.

Vaclavik indicated that within the month there will be a transfer of \$4.3 million to Associated Bank for the next bond payment. At this time cash investments are receiving less than ½% interest, with CD's at approximately 1% interest.

Associated Trust has been sent a letter co-signed by MPU and CBCWA directing the closure of the escrow account. Vaclavik is waiting payment of \$314,830 from this account.

**Motion made by Howard and seconded by Allouez to approve financial reports.
MOTION APPROVED UNANIMOUSLY**

4. **Pay Authorizations/Vouchers:**

Invoices were reviewed and recommended for payment. A request was made for a summary of payments to the Boardman Law Firm. Vaclavik will provide this at the December meeting.

An error was pointed out in the amount paid to McMahon & Associates in November.

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

Technical Committee Recommendations

1. **No Action Taken**

Project Update and Status Reports:

1. **Engineer's Report:**

Gary Rosenbeck highlighted the following activities during the last reporting period:

- McMahon will be developing strategy for the creation of an operations protocol as soon as data is received from Rob Michaelson at MPU.
- McMahon is working with CDM in preparing a proposal for engineering services associated with the air relief valve project.
- The development of a GIS system has been completed and data is being loaded. A completed version will be presented at the next Technical Committee meeting on December 3rd.
- McMahon has been asked to prepare a proposal and a report on potential system interconnects between members. This work is on hold until the Technical Committee concludes their discussion of the CDM draft.

2. **Manager's Report:**

Vaclavik highlighted the following activities during the last reporting period:

- MPU has been experiencing difficulties causing variation in the chlorine levels experienced by member communities. Discussion on how chlorine levels can be communicated to the membership resulted in the suggestion of a web-based reporting system.
- Turbine Generator Project – Contact has been made with Focus on Energy and grant application materials have been received.
- Corrosion Inspection Services – A purchase order has been issued to Cathodic Protection Management in the amount of \$18,200. Cathodic Protection will be working with McMahon to schedule their work.
- Culvert Repairs – A culvert on County Trunk "R" is backing water onto an adjacent property. As the CBCWA provided a 5-year warranty to Brown County Highway Department, they have been asked to perform the work at an estimated cost of \$3,000.
- Letters documenting revised rates for 2011 have been sent to all members.

- The Board will be filing for summary judgment in the Dorner/PTS case. In a separate effort, Dorner/PTS will be filing a subpoena with the Surety Company.

New Business:

1. None

Old Business:

1. None

Next Meeting:

1. **Suggested Agenda Items for Next Meeting December 15, 2010:**
 - Review Draft of Operations Protocol

Motion made by Bellevue and seconded by Ledgeview to adjourn at 3:30 p.m.
MOTION APPROVED UNANIMOUSLY

Respectfully Submitted,

Rae G. Knippel
Recording Secretary