

## **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, December 15, 2010, at the DePere City Hall Board Chambers, 335 South Broadway, DePere, WI

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**Present:** Allouez – Kopish, Bellevue - Oppenheimer, DePere-Delo, Howard-Farr,  
Lawrence –Tremi

**Excused:** Ledgeview

**Also Present:** Dave Vaclavik – Manager, CBCWA  
Gary Rosenbeck – McMahon Inc.  
Scott Thoresen – Chairman, Technical Committee

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The meeting was called to order by President Delo at 3:30 p.m. The meeting was held up one-half hour for the arrival of a quorum.

### **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 Lawrence to approve the agenda.**

**MOTION APPROVED UNANIMOUSLY**

### **Approval of Minutes:**

Approve Minutes: November 17, 2010

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

**MOTION APPROVED UNANIMOUSLY**

### **Appearances:**

1. None

### **Administrative Actions & Reports:**

#### **1. Sustainability/Public Relations Plan:**

Mr. Vaclavik reported that he has been working with Cole Buergi of Leonard & Finco on a marketing plan to promote a sustainability and public relations plan. The Water Authority has approved the Village of Bellevue's request to participate in the purchase of aluminum water bottles which would include logos of the CBCWA and all member communities. Cost is estimated at \$3,000 per member annually.

Mr. Oppenheimer indicated that Bellevue initiated this program in their Village to encourage participation in e-billing and e-newsletters and will gift the bottles to those residents who join the program. It is planned to have the program ready by the 2<sup>nd</sup> week of May which has been set aside as Drinking Water Week.

2. **Operational Planning Status:**

Manager Vaclavik explained that the Technical Committee has had lengthy discussions regarding fluctuations in flow rates. At this time, DePere is the only member with consistent flows. Members of the committee have had differences in opinion as to how to manage the flows, therefore, referred it to the Board for discussion.

Design assumptions made at the start of the project assumed that members would operate to effectively manage demand rates and planned ultimate system capacity based on an ability to hold flow rates to maximum daily rates. Vaclavik stated that the decline in consumption and actions by various members to control demand rates has provided time to develop operational protocols that will maximize the efficient use of the existing system and postpone capital expenditures until the average annual consumption is at a level to support lower member rates.

At this time the Manager has recommended the following:

- To retain a consultant to review member operating capabilities and develop joint operational protocols to minimize collective operating expenditures.
- To develop a procedure for compensating members for operational costs incurred in excess of contract requirements to support non-compliant members.
- To develop a multi-jurisdictional CIP tied to average daily flow milestones and minimize overall system investment.

President Delo indicated that although DePere has found a way to maintain flow rates, it is costing them nearly \$45,000 annually. If other communities are not going to do their part, DePere would like reimbursement of this amount.

Technical Committee Chairman, Scott Thoresen, explained the process DePere used to flat line their flow, stating it took six to nine months to accomplish. He has encouraged other member communities to begin such a process. As that has not occurred, he suggests that the Manager be asked to develop a protocol, rather than such task be assigned to the Technical Committee.

Manager Vaclavik suggested that Gary Rosenbeck of McMahan who is familiar with the system be authorized to develop a detailed scope which would determine what each community's capacity to accomplish this task is, however, Mr. Kopish asked that such assignment be put out for bids. President Delo requested that the Manager develop an RFP for this purpose and include members of the Board for input.

**Motion made by DePere, seconded by Bellevue to authorize the Manager to draft an RFP which would develop a detailed scope of what each community's capacity is to regulate their flows. MOTION APPROVED UNANIMOUSLY**

3. **Financial Reports:**

The Manager reported that the bond payment has been made, work continues to fine tune the new chart of accounts, and he will be reviewing true-up charges prior to the January meeting.

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

4. **Pay Authorizations/Vouchers:**

Mr. Vaclavik highlighted vouchers, explaining that the voucher related to the Brown County Treasurer related to a storm water assessment for property owned by the CBCWA, and that from the Highway Commission relates to street repairs that were completed.

Mr. Kopish referred to reconfiguration work done on Hwy 29/43, asking if there would be capital costs with respect to the Lawrence section. Vaclavik stated that because fiber optic may not be buried deep enough, he will be following-up with the Department of Transportation. Mr. Thoresen stated his understanding is that if utilities are in conflict because of the proposal, the State will offer a 90/10 cost share. Mr. Farr concurred this was the same for Howard.

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

**Technical Committee Recommendations**

1. **Authorize MPU to make improvements to chlorine monitoring and control at the Master Meter Station at a cost not to exceed \$7,500:**

Mr. Thoresen explained that this request is to authorize MPU to make improvements to chlorine monitoring and control at the Master Meter Station. Presently the system is set to monitor chlorine levels as they come into the station and then to boost chlorine if necessary. As there is no post-chlorination monitoring any additional chlorine is calculated based on flow and amount added. The WDNR has asked that the Authority also monitor concentration post-chlorination. This addition would allow MPU to more carefully control the chlorination process and reduce risk to boil water in the event of an emergency.

**Motion made by DePere, seconded by Allouez to approve the authorization of MPU to approve improvements to chlorine monitoring and control at the Master Meter Station at a cost not to exceed \$7,500. MOTION APPROVED UNANIMOUSLY**

2. **Approve Engineering Services Contract with McMahon for 2011 at a cost not to exceed \$20,000:**

Approval of this contract will continue engineering services with McMahon Inc for the year 2011 at a cost not to exceed \$20,000. Mr. Rosenbeck explained this is a \$10,000 reduction from the 2010 contract based on history.

**Motion made by DePere, seconded by Bellevue to approve a time and expense engineering services contract with McMahon for 2011 at a cost not to exceed \$20,000. MOTION APPROVED UNANIMOUSLY**

**Project Update and Status Reports:**

1. **Engineer's Report:**

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

- GIS System – The system is now being loaded with data and a completed version should be available at the January Technical Committee meeting.
- Air Relief Valves – McMahon was asked to prepare a proposal of engineering services, however has found that the necessary work associated may be disruptive to operations. Therefore, they will conduct a preliminary analysis and data collection under their general services provision before preparing such proposal.
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2. **Manager's Report:**

Vaclavik highlighted the following activities during the last reporting period:

- Take or Pay – Total water purchase for 2010 may fall under the amount established as a minimum under contract. If this occurs, the Authority could be subject to payment at the agreed upon minimum.

- 2010 Rate Case – Preparation for the 2012 rate case has been started and Mr. Kothari of MPU has indicated there could be an increase in rates for fixed costs of 8%. Kothari has been asked to attend a future Board meeting. The rate case is required to be filed in March.
- Meter Test Results – Final meter test results are expected from ME Simpson before year end.
- System Pressure – MPU is preparing to drop the delivery pressure at Ledgeview to achieve energy savings and reduce unnecessarily high pressure. This process has required installation of a pressure gauge. At this time, preliminary indications are that the pressure drop is less than originally anticipated.

**New Business:**

1. None

**Old Business:**

1. None

**Next Meeting:**

1. **Suggested Agenda Items for Next Meeting January 29, 2011:  
Closed Session – Boardman Legal Fees**

**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