

**PROCEEDINGS OF THE CENTRAL BROWN COUNTY WATER AUTHORITY**  
**TECHNICAL COMMITTEE**

Pursuant to Section 19.84 Wis. Stats, a regular meeting of the **Central Brown County Water Authority –Technical Committee** was held on Monday, February 10, 2011 at the Allouez Village Offices – 1900 Libal Street, Green Bay, Wisconsin

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**Present:** Allouez-Berndt; Bellevue-Balke, DePere-Thoresen, Lawrence-Little,  
Ledgeview-Pansier

**Excused:** Howard

**Also**

**Present:** Dave Vaclavik, Manager  
Don Voogt - McMahon

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The meeting was called to order by Chairman Craig Berndt at 1:30 p.m.

**ROLL CALL:**

Call the roll for attendance. Roll Call as noted above.

**APPROVAL OF AGENDA:**

Approve Agenda

**Motion made by Ledgeview, seconded by Lawrence to approve the agenda.**

**MOTION APPROVED UNANIMOUSLY**

**APPROVAL OF MINUTES:**

January 10, 2011

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

**MOTION APPROVED UNANIMOUSLY**

**APPEARANCES:**

1. None

**COMMUNICATIONS:**

1. None

**AGENDA ITEMS:**

1. **Discussion of Committee Goals and Objectives for 2011:**

The Technical Committee discussed goals and objectives for the coming year and compiled the following list:

- Backup Water Supply
- Operations Plan
- Interagency Cooperation
- GIS Mapping
- Update Emergency Management Plan
- Complete Condo Agreement/Metering Station Setup

- Develop a better relationship between Technical Committee members and Board members

2. **Summary of Meter Testing Results and Flow Data:**

The committee discussed the meter test procedures and results that have been conducted and determined they would like additional testing in order to be comfortable and assured that the procedures used are accurate. They would also like to have a better understanding of the variation in meter accuracy over operating flow ranges. It was suggested that McMahon be asked to review the flow data and meter test information under their General Services Agreement.

**Motion made by DePere, seconded by Allouez to refer to McMahon to review meter testing results and flow data under their General Services Agreement and report back. MOTION APPROVED UNANIMOUSLY**

3. **Discussion of Development of Current Operational Practices of Member Systems:**

Chairman Berndt asked that each member of the committee compile a summary of their current standard operating protocols, issues and factors, to provide the Board so that they have a better understanding. Such summaries should go to the Manager before the next Technical Committee meeting.

4. **Connection Station Issues:**

- a. **Addition of Low Temp Alarms to Member Side of Connection Stations and Chlorine Rooms:**
- b. **Exhaust Fan Status Indicator:**
- c. **Flood Switches:**

The three above directives will be completed by the individual member communities.

5. **Exterior Fan Switch & Indicator Lighting:**

Covered above

6. **Replacement of Broken Proprietary VersaView Flat Screen Data Monitors with PC's:**

Because three Versa View flat screen data monitors with PC's have broken, Rob Michaelson has recommended they be replaced with a different product at a projected cost of \$500 each. Vaclavik indicated that replacement with VersaView equipment would cost from \$3,000-\$4,000 per unit, noting that their reliability does not justify the cost.

**Motion made by Ledgerview, seconded by Lawrence to accept the recommendation of Rob Michaelson to replace three broken VersaView flat screen data monitors with re-manufactured PC units, screens, and monitors at a cost of \$500 each, and to replace any future broken monitors as needed at discretion of Manager. MOTION APPROVED UNANIMOUSLY**

7. **GIS Mapping Proposal:**

McMahon has submitted a proposal in the amount of \$19,488 to complete GIS mapping using Excel. This will provide accurate placement of relevant system features and water main at survey quality.

**Motion made by DePere, seconded by Bellevue to complete GIS mapping of transmission main at survey quality for a cost of \$19,488.**

**MOTION APPROVED UNANIMOUSLY**

8. **VanStraten Quarry Report:**

The Engineer has recommended that a request by the VanStraten's to place cover material on top of the Authority water line be denied. The matter will be discussed with the Board.

9. **Water Billing Practices Summary:**

A survey of billing practices by each member community was distributed for discussion. It was pointed out that each member uses a different billing software, although all use Badger software for meter reading.

10. **Interagency Cooperation:**

This item was placed on the 2011 list of goals and objectives.

**OLD BUSINESS:**

1. None

**NEXT MEETING:**

**Tuesday – March 8, 2011 – 1:30 p.m., Allouez Village Hall**

1. **Agenda Items:**

- Summary of Meter Testing Results & Flow Data – McMahon
- Discussion of Development of Current Operational Practices of Member Systems
- Metering & Billing/Operational Practices

**Adjourn:**

**Motion made by Lawrence and seconded by DePere to adjourn at 2:55 p.m.**

**MOTION APPROVED UNANIMOUSLY**

Respectfully submitted,

Rae G. Knippel,  
Recording Secretary