

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, February 16, 2011, at the DePere City Hall Board Chambers, 335 South Broadway, DePere, WI

Present: Allouez – Berndt, Bellevue - Oppenheimer, DePere-Delo, Howard-Bartelt,
Lawrence –Trem, Ledgeview-Burdette
Also Present: Dave Vaclavik – Manager

The meeting was called to order by President Delo at 3:00 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: January 19, 2011 and February 3, 2011

Motion made by Allouez and seconded by Howard to approve the minutes.

MOTION APPROVED UNANIMOUSLY

Appearances:

1. None

Administrative Actions & Reports:

1. True-Up Charge Calculations for 2010:

The Manager distributed true-up charges calculated for 2010. He indicated they are based on adopted revisions to the formula that results in equal unit costs of water for each member. A positive differential is expected between operating expenses and revenues. He indicated that additional expenses will be credited to 2010 through the audit process. The Board can choose to either rebate surplus through the true-up charge process or retain the surplus for application to 2011 expenses. As there are less legal expenses anticipated in 2011, he recommends retaining the major portion of the funds for 2011. Discussion by the Board resulted in a recommendation to wait for completion of the audit process before paying any true-up charges to communities.

President Delo suggested that parameters be identified based on three months of operations and debt requirements. The Manager agreed to discuss a policy with Vicki Hellenbrand and report back.

Motion made by DePere and seconded by Allouez to hold until after 2010 audit is complete to discuss true-up calculations. MOTION APPROVED UNANIMOUSLY

2. **Financial Reports:**

Manager Vaclavik informed the Board that the Profit & Loss statement comparison is problematic as January 2010 contains all of the adjusting journal entries from the auditors. He is presently working with Karen Simons and Vicki Hellenbrand to develop a more meaningful document.

**Motion by DePere, seconded by Howard to approve the Financial Reports as presented.
MOTION APPROVED UNANIMOUSLY**

6. **Pay Authorizations/Vouchers:**

Vouchers were reviewed and recommended for payment.

Motion by Bellevue, seconded by Howard to approve Pay Authorizations/Vouchers as presented. MOTION APPROVED UNANIMOUSLY

Technical Committee Recommendations

1. **Request that McMahon, Inc review meter test procedures and results and member flow data as part of their general services agreement:**

Mr. Berndt explained that the Technical Committee is asking McMahon to review meter test procedures and results, along with member flow data as part of their General Services Agreement to assure that the testing procedures that have been used are accurate and to better understand the variation in meter accuracy over operating flow ranges. President Delo questioned the need for such a process when the present data is shown within the allowable accuracy range.

Mr. Oppenheimer asked why this item would even come before the Board as it is estimated at \$500. The Manager agreed to review the policy that was previously written in this regard.

Motion made by Ledgerview and seconded by Howard to accept the recommendation of the Technical Committee and approve a request for McMahon, Inc to review meter test procedures and results and member flow data as part of their general services agreement.

Ayes: Allouez, Bellevue, Howard, Lawrence, Ledgerview

Nays: DePere

MOTION APPROVED UNANIMOUSLY

2. **Recommend replacement of three broken proprietary VersaView flat screen data monitors with PC's at a projected cost of \$500 each and authorize future replacements as needed:** Referred to Manager to review policy for items in this price range.

3. **Recommend approval of the GIS Mapping Proposal from McMahon, Inc in the amount of \$19,488:**

The Technical Committee has made a recommendation to approve the GIS Mapping Proposal from McMahon, Inc in the amount of \$19,488 in order to correct significant inaccuracies in system maps. They will be using Excel to physically locate the water main system and will adjust the GIS accordingly

Motion made by DePere and seconded by Allouez Howard to accept the recommendation of the Technical Committee to approve the GIS Mapping Proposal from McMahon in the amount of \$19,488. MOTION APPROVED UNANIMOUSLY

4. Director to review easement agreement with VanStraten Quarry and respond to request to place fill on water main easement:

The VanStraten's have requested permission to place significant cover material on top of the water line in order to prepare for potential building. The engineer has recommended denial of this request. The Director was asked to review the easement agreement and further discuss with the Technical Committee.

Motion made by Allouez and seconded by Bellevue to deny contingent on review of easement language.

Ayes: Allouez, Bellevue, DePere, Lawrence, Ledgeview

Abstain: Ledgeview

MOTION APPROVED UNANIMOUSLY

Mr. Berndt informed the Board that at the last meeting of the Technical Committee goals were discussed. The following issues were identified as focus areas for 2011:

- Back-up Water Supply and Well Management
- Water Operations Plan Development
- GIS Mapping
- Update of Emergency Management Plan
- Investigation of Great Lakes Basin Permit Process
- Lease Agreements at Connection Stations
- Corrosion Inspection
- Improve Communication with the Board

Project Update and Status Reports:

1. Engineer's Report:

Engineer not present. The Manager gave the following highlights:

- GIS System Development (see above #3)
- System Interconnects – A request for McMahon to prepare a report on potential system interconnects between members if on hold until further work is done on the development of operational protocols.
- Air Relief Valves – As this project may prove disruptive to operations, McMahon will complete a preliminary analysis and data collection before preparing a proposal to move forward.
- VanStraten Property – See above #4)
- Corrosion Inspection Services – A purchase order has been issued to Cathodic Protection Management in the amount of \$18,200. They will be working with McMahon this spring.

2. Manager's Report:

The Manger highlighted the following activities during the last reporting period:

- President Delo, Attorney Kobza and the Manager met with MPU on February 14th to discuss the 2012 rate case. Concerns voiced by MPU will be further discussed. President Delo asked that the Manager prepare a forecast of water rates over the next 20 years to be discussed at the March Board meeting.
- Leonard & Finco – Are in the process of modifying the 2011 budget format and the CDM report summary for use on the Authority website.

- Boardman Law Firm – The litigation process continues. At this time Boardman is waiting for a ruling from the judge on a possible postponement.

Also included in the Manager's report were updates on the turbine generator project and the Bellevue water main transfer.

Results to a member billing survey were distributed and reviewed. It appears that each community uses a different billing software. Results will be discussed by the Technical Committee with their findings coming before the Board at a future date.

New Business:

1. None

Old Business:

1. None

Next Meeting:

1. **Suggested Agenda Items for Next Meeting March 23, 2011:**
 - 20 Year Projection of Water Rates
 - Status of Litigation

Motion made by Ledgeview and seconded by Bellevue to adjourn at 3:55 p.m.
MOTION APPROVED UNANIMOUSLY

Respectfully Submitted,

Rae G. Knippel
Recording Secretary