

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, April 26, 2017 at the DePere City Hall, 2nd Floor Riverview Conference Room, 335 South Broadway, DePere, WI

Present: Allouez-Green, Bellevue-Gorall, DePere-Delo, Howard-Farr
Lawrence-Tremi
Excused: Ledgeview-Burdette
Also Present: Dave Vaclavik-Manager
Don Voogt – McMahan, Inc.

The meeting was called to order by Vice-President Geoff Farr at 3:00 p.m.

Roll Call:

Call the Roll for Attendance. Roll Call was taken as recorded above.

Board Appointment:

Appointment of Lynn Green as representative from the Village of Allouez

The Manager indicated that the Allouez Village Board has appointed Trustee Lynn Green as their representative to the Central Brown County Water Authority Board, requiring confirmation by the CBCWA Board.

Motion made by Bellevue, seconded by DePere to approve the appointment of Lynn Green as representative to the CBCWA Board from the Village of Allouez. MOTION UNANIMOUSLY APPROVED

Approval of the Agenda:

Approve Agenda

Motion made by Lawrence, seconded by DePere to approve the agenda. MOTION UNANIMOUSLY APPROVED

Approval of Minutes:

Approve Minutes: March 22, 2017

Motion made by DePere, seconded by Howard to approve the minutes of March 22, 2017. MOTION UNANIMOUSLY APPROVED

Member Meeting:

Discussion of Proposed Amendment #7 to the Water Purchase and Sale Agreement:

Manager Vaclavik provided information from Attorney Kobza related to amending the CBCWA Water Purchase and Sale Contract between the Authority and its members as set forth in Article 16 of the contract.

The Manger stated that this amendment will eliminate references to the 2005 and 2013 borrowings as they have both been retired and the 2014 refunding bonds no longer require this language. The amendment also deletes several sections that refer to issues during construction that no longer have relevance to the contract.

Amendment #8 will be brought forward within the next two months and will address subsequent/future membership. A Letter of Explanation has been delivered to Board members, noting that Ledgeview has already acted on it. Approval requires 5 of the 6 members of the CBCWA. (See below for action on this item.)

Public Comment: None Scheduled

Appearances: None Scheduled.

Administrative Actions and Reports:

1. **Resolution 2017-001 approving Amendment #7 to the Water Purchase and Sale Agreement:** *(See discussion above)*

Motion made by Bellevue, seconded by Howard to approve Resolution 2017-001 approving Amendment #7 to the Water Purchase and Sale Agreement. MOTION UNANIMOUSLY APPROVED

2. **CBCWA Website: Addition of Locating Software at a Cost of \$1,600.**
The Manager reported a proposal was received relative to a request for a website developer for the installation of locating software that would allow a property owner to type in their address and the appropriate contract information for their water department would appear. The cost of the software would be \$1,600 to install and then a lesser amount annually to update. The system would use Brown County map data as a reference.

Vaclavik stated this is optional and not required to make the website work. Mr. Delo questioned how many residents would actually go to the website to use this feature. The Manager indicated that he does receive calls from contractors relative to this matter, however, it is not a large activity. Consensus of the Board was that benefit is limited. No action.

3. **Financial Reports**

Financial reports were provided for review. The manager pointed out that the report on cash position is misleading as \$3 million will be sent to bondholders May 1st, otherwise figures are on track with last year. He indicated he will be meeting with Alberts & Heiling to transfer accounting work from Karen Simons in Bellevue before the end of April.

Motion made by DePere, seconded by Lawrence to approve Financial Reports. MOTION UNANIMOUSLY APPROVED

4. Pay Authorizations: Vouchers

A revised voucher list was provided including an invoice for equipment from Corporate Network Solutions, in addition to a firewall/license fee related to access to the QuickBooks system, and one from Trilogy Consulting, LLC, who are working on rates with MPU.

Motion made by DePere, seconded by Bellevue to approve the Pay Authorizations: Vouchers. MOTION UNANIMOUSLY APPROVED

Technical Committee Recommendations:

1. Appointment of Shawn Geiger as Technical Committee representative from Bellevue:

The Manager informed the Board that Shawn Geiger has replaced Bill Balke on the Technical Committee. No Action Required.

2. Pay Application #2 from NIS in the amount of \$30,907.51:

A Certificate for Final Payment in the amount of \$30,907.51 was presented for payment. This covers work performed by NIS during the period through March 29, 2017 involving new leads and maintenance at existing connection points – Contracts D & E (7 locations).

Motion made by Howard, seconded by Lawrence to approve Pay Application #2 from NIS in the amount of \$30,907.51. MOTION UNANIMOUSLY APPROVED

3. Change Orders to NIS Contract:

Mr. Voogt and Manager Vaclavik explained the following change orders during the last reporting period:

- a. **CO #1 in the amount of \$16,686 for the installation of additional test stations.**
- b. **CO #2 – No Cost, relocating existing funding for the purpose of investigating and resolving partially documented monitoring sites.**
- c. **CO #3 – No cost. Annual Survey of 48" water main.**

Mr. Delo asked if the Manager and Engineer are now comfortable that there will be no further issues. They responded they cannot guarantee there will be no further corrosion, however, are comfortable with the contract agreement for monitoring the pipeline.

Motion made by Howard, seconded by Bellevue to approve Change Order #'s 1, 2, & 3 to the NIS Contact for work performed through March 29, 2017. MOTION UNANIMOUSLY APPROVED

Project Update and Status Reports:

1. Engineer's Report:

Don Voogt stated that McMahon has been working on three projects including the following:

- Painting/Maintenance Projects – These projects are now approximately 70% done at the various stations.
- Design of Pump Bypass Line at Howard Booster Station – The Engineer has been in contact with Howard staff to discuss valve arrangement and control sequence. Design plans will be presented to the Technical Committee in May.
- Controls Upgrade – This project is being performed at the Finished Water Pump Station in Manitowoc related to the new storage facility. A proposal has been sent to a controls contractor regarding pumping operations.

2. Manager's Report:

The Manager highlighted items from his written monthly report as follows:

Citiworks Presentation – The Manager reported that he continues to pursue the possibility to expand upon the Citiworks license through the City of Green Bay in order to create a regional effort. He indicated that Green Bay staff has expressed reluctance to expand beyond water related functions. He will continue with follow-up and has stressed to Green Bay that an agreement would be wise before they invest in any further capital related to a backup system.

MPU – Has been advised by Rob Michaelson that MPU is pursuing an independent review of the HVAC system. When asked for a timeline, the Manager estimated a closed session meeting before June to discuss further.

Water Consumption Report – The Manager reported a slight increase in the total volume of water sales over last year. There is an apparent discrepancy in the Howard system that will be discussed at the May Technical Committee meeting.

Bond Payments – Bond payments for the 2014 refunding bonds (interest only) and the Clean Water Loan Fund (interest and principal) will be made by May 1st.

In addition to the above, the following was covered in the Manager's written report:

Amendment #8 – Changes to Amendment #8 will be for the purpose of changing requirements for new members and the rates they pay.

Municipal Cooperation/Collaboration – Work has started on this portion of the Strategic Plan and a list of required information was presented to Technical Committee members at their last meeting. He expects to begin compiling this information followed by questions and discussion.

Asset Management – The Manager will sign up for Part Two of the Asset Management Certification Program with completion expected this year.

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Web Site – The website is now active. Any comments or questions should be sent to Cole Buerger at Leonard & Finco.

Old Business: None

Nest Meeting:

Suggested Agenda Items for net meeting on May 24, 2017.

Adjourn:

Motion made by DePere, seconded by Lawrence to adjourn at 3:31 p.m.

MOTION UNANIMOUSLY APPROVED

Respectfully submitted,

Rae G. Knippel
Transcription