

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 Wednesday, January 13, 2016 at the Allouez Village Offices/Board Room – 1900 Libal Street, Green Bay, WI

Present: Allouez-Berndt, Bellevue-Balke, DePere-Thoresen,
Lawrence-Bartelt, Ledgeview-Pansier
Excused: Howard
Also Present: Dave Vaclavik-Manager
Don Voogt - McMahon Inc.

The meeting was called to order by Chairman Craig Berndt at 1:26 p.m.

Roll Call

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

Approval of the Agenda

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

Approval of Minutes

December 4, 2015

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

Appearances - None

Communications - None

Agenda Items

1. Pay Authorization #17 for IEI in the amount of \$163,767.88.

Motion made by DePere, seconded by Ledgeview to recommend approval of Pay Authorization #17 to IEI for partial payment in the amount of \$163,767.88. MOTION UNANIMOUSLY APPROVED

2. Pay Authorization #18 for IEI in the amount of \$83,046.53.

Motion made by Ledgeview, seconded by Lawrence to recommend approval of Pay Authorization #18 to IEI for partial payment in the amount of \$83,046.53. MOTION UNANIMOUSLY APPROVED

3. **Change Order #5 to IEI in the amount of \$32,192.35.**

Mr. Voogt highlighted the six items included in this change order with a recommendation for approval.

- Rerouting of gas lines
- Control rework at PRV stations, conduit, etc.
- System control tubing at booster station
- Three access platforms
- Booster pumps and hosing to be used for tank draining
- Software updates related to MPU access

Motion made by DePere, seconded by Lawrence to recommend approval of Change Order #5 to IEI for partial payment in the amount of \$32,192.35.

MOTION UNANIMOUSLY APPROVED

4. **Pay Authorization #14 for DN Tank in the amount of \$377,016.03.**

Mr. Voogt explained that the DN Tank project is essentially complete although \$50,000 is being held until completion of final documentation by the contractor.

Motion made by Bellevue, seconded by DePere to recommend approval of Pay Authorization #14 for DN Tank for partial payment in the amount of \$377,016.03. \$50,000 to be held until completion of final documentation by the contractor. MOTION UNANIMOUSLY APPROVED

5. **Final Pay Authorization to August Winter & Sons for Energy Conservation Project in the amount of \$24,976.50.**

Mr. Voogt noted that this payment request is related to the Energy Conservation Project in the amount of \$19,976.50, recommending that \$5,000 be held for repair of minor drainage issues.

Motion made by Ledgeview, seconded by Lawrence to recommend approval of payment to August Winter & Sons for the Energy Conservation Project in the amount of \$19,976.50, holding \$5,000 in retainage until drainage issues brought up by DePere are investigated and repaired. MOTION UNANIMOUSLY APPROVED

6. **Proposal from McMahon, Inc. for Development of an Operational Optimization Plan:**

The Manager noted that this Operational Optimization Plan has been discussed with both the Board and the Technical Committee on previous occasions and is included as a task in the Strategic Plan. The scope of work was highlighted to include hydraulic monitoring, water backup between communities, pressures, along with other activities related to energy minimization and operational guidelines. Further discussion by the Technical Committee resulted in a recommendation to approve the contract with a fee not to exceed \$30,500.

Motion made by DePere, seconded by Allouez to approve the Proposal from McMahon, Inc. for Development of an Operational Optimization Plan not to exceed \$30,500. MOTION UNANIMOUSLY APPROVED

7. **Project Status Updates:**

a. **Storage Tanks:**

Mr. Voogt reported that construction of the water storage tanks is nearing completion. The system is now operational with a plan to run the system through a full range of operating conditions to determine the practical maximum draw down on tanks.

Mr. Voogt asked if there is a snow plow contract for this area and the Manager indicated there is.

It was suggested that Mr. Michaelson of MPU be invited to the next meeting to discuss details of the system.

b. **Energy Conservation Program:**

No updates at this time.

8. **CBCWA Strategic Plan Discussion**

The Manager discussed with the Committee the draft Strategic Plan he will be asking the Board to adopt. Issues which he will be asking for direction from the Board include the following:

- To develop criteria and create a process to evaluate and handle new community requests while respecting rural sprawl concerns – To be completed by March 31, 2017.
- To create a draft plan by June 30, 2017 to determine which communities to consider for new membership structure. Which communities does the Board wish to consider?
- To begin discussions regarding prioritization and ROI of items to collaborate with each other. Discussions within CBCWA member communities first; and then expand to MPU and GBWU with a goal to achieve efficiency and be cost-effective.
- In parallel with collaboration discussions regarding shared services/joint purchasing with member communities and other regional entities; to consider pros/cons and determine a conceptual plan of becoming a Regional Water Authority by December 31, 2018.
- To create a set of “non-negotiables” (operating principles) for Board and Technical Committee by September 30, 2016 explaining how to act and collaborate. To also consider creation of a mission and operating principles.
- To create orientation and onboarding processes and materials by June 30, 2017.
- To create Succession Plans for Manager, Board, and Technical Committee.

The Manger indicated that in addition he would like the Board to consider the use of a consultant to provide research assistance relative to the following:

- Research and prioritize other models to establish/create a CBCWA best-practice model. This may include consulting services – consulting with member communities and expanding outside of external communities – similar to MPU – for guidance and expertise, a backup water supply, etc. The Manger will follow-up with details.

9. **2015 Water Consumption Report:**

The Manager indicated that the Water Consumption Report through the end of December was completed and has been distributed separately. Sales were behind last year, with the major cause of the decline due to effective leak detection and water loss correction by Howard and Ledgeview. Year-end results were approximately 57 million gallons short of the take or pay arrangement with MPU.

Mr. Berndt indicated that Allouez is in the process of updating their water distribution system per capita water consumption data..

Old Business: None

Next Meeting

1. **Agenda Items for the February 9, 2016 at 1:30 p.m**

Adjourn:

Motion made by DePere, seconded by Ledgeview to adjourn at 3:10 p.m.

MOTION UNANIMOUSLY APPROVED

Respectfully submitted,

Rae G. Knippel
Transcription