

**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, April 12, 2016 at the Allouez Village Offices/Board Room – 1900 Libal Street, Green Bay, WI

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Present: Allouez-Berndt, Bellevue-Balke, DePere-Thoresen, Ledgeview-Pansier  
Excused: Howard, Lawrence  
Also Present: Dave Vaclavik-Manager  
Ron Wolf - McMahon Inc.  
Robert Dennis - Allouez

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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 taken as recorded above.

**Approval of the Agenda**

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

**Approval of Minutes**

February 9, 2016

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

**Appearances** - None

**Communications** - None

**1. Pay Request from IEI in the amount of \$2,750.00:**

This Pay Request from IEI in the amount of \$2,750 relates to general construction work and is partial payment for work performed through February 29, 2016 at the Central Water Storage Facility. The Manager stated that the work should be completed by the end of May. When asked by Mr. Thoresen the balance, Vaclavik indicated approximately \$20,000. There is a retainage being held of approximately \$75,000.

**Motion made by DePere, seconded by Bellevue to recommend approval of the Pay Request from IEI in the amount of \$2,750.00 as partial payment for work performed at the Central Water Storage Facility through February 29, 2016. MOTION UNANIMOUSLY APPROVED**

**2. Revisions of CDM Agreement Extending Time of Completion:**

Revisions to the agreement between CDM Smith (Engineer) and the Central Brown County Water Authority (Owner) were reviewed by the committee as

explained by the Manager. They relate to scope of work and time periods of performance. There are no changes made to payment and/or responsibilities of the Owner. Changes are as follows as they relate to Basic Services of the Engineer:

- Replace Task 3 – Develop Repair Plan Memorandum with Develop Pre-Purchased Equipment Storage Instructions.
- Replace Task 6 – Develop Emergency Response Plan with Deflection Testing Alternatives Analysis.
- Time Periods for the Performance of Engineer's services is amended to extend the project completion from March 31, 2013 to April 30, 2016.

Discussion resulted in a recommendation to change the date of project completion to June 30, 2016 rather than the aforementioned April 30, 2016. It was confirmed that this agreement relates primarily to the 48" pipeline.

Chairman Berndt asked for further discussion in the future regarding just what will be held in storage, number of valves and diameter, and other contingencies for long term. He suggested that either a presentation be made by MPU or McMahan, or that the Manager provide this information to the committee.

**Motion made by Allouez, seconded by DePere to recommend approval of Revisions of CDM Agreement Extending Time of Completion to June 30, 2016. MOTION UNANIMOUSLY APPROVED**

**3. Authorization to seek Proposals/Quotes for Emergency Repair Materials to be Added to Inventory:**

This is a request to authorize the Manager to receive proposals and quotes for emergency repair materials related to parts for the 48" pipeline per specifications to be held in inventory. Once received, he will return to the committee for further discussion.

**Motion made by Ledgerview, seconded by Allouez to recommend authorization for the Manager to seek Proposals/Quotes for Emergency Repair Materials to be added to Inventory based on specifications. MOTION UNANIMOUSLY APPROVED**

**4. Contingent Approval of Sobush Agreement for Site Improvements and Easement Acquisition:**

This agreement is between the CBCWA and Michael and Patricia Sobush and relates to property owned by the Sobush's along County Trunk R in the Village of Francis Creek, Manitowoc County. The Manager explained that the CBCWA constructed and located its pipeline partially on the Sobush property instead of wholly within the CTH R right-of-way. The CBCWA is seeking an easement from Sobush for the continued operation and maintenance of the pipeline, however, Sobush has made the CBCWA aware of certain problems that have arisen from the construction they wish to have corrected.

The Sobush's have agreed to grant an easement to the CBCWA with the following requirements:

- Reconstruction of the drainage ditch on the Sobush property
- Reimbursement of Restoration Costs - \$1,600
- Limited additional grading of Sobush property
- Regrading and restoration of ditch adjacent to the McArdle property
- Drainage tile on the McArdle property

The Manager informed the committee that he thought this a reasonable compromise and recommended approval. Although the Authority does have other options, the Manager prefers to work with the property owner as he has been cooperative. He noted there is one more easement to acquire after this, that being the Best Western Motel in Manitowoc.

**Motion made by DePere, seconded by Allouez to recommend approval of the Agreement between the CBCWA and Sobush contingent on site improvements and easement acquisition as recommended by the Manager. MOTION UNANIMOUSLY APPROVED**

**5. Contingent Authorization to Award Construction Contract for Site Improvements at Sobush Property:**

A Request for Quotation relative to re-ditching of the Sobush Property - County Road "R" in the Village of Francis Creek was addressed. Ron Wolf of McMahon explained that re-ditching plans were reviewed with the property owner and RFP's were sent out. Of four, two responses were received, one from Holschbach Excavating in the amount of \$14,600, and one from Karl's Excavating in the amount of \$ \$14,750.

When reviewed with the property owner, the exact water main and fiber cable location and depth was questioned. This could increase excavation by 100 yards resulting in a change to their proposal.

**Motion made by DePere, seconded by Ledgeview to recommend authorization to award Construction Contract for Site Plan Improvements at the Sobush Property to Holschbach Construction (amount to be determined) subject to property owner acceptance of design plans and grant of easement. MOTION UNANIMOUSLY APPROVED**

**6. Property Status Updates:**

- a. Storage Tanks  
Final cleanup work and security is nearing completion
- b. Energy Conservation Program  
No progress to report at this time.
- c. Operations Plan  
The Manager has met with three members with one scheduled on Friday. All interviews should be completed within the next week at which time the Manager will work on details.

- d. Connection Station Repairs  
Wrapping up plans and specs
  - e. System Master Plan  
A meeting has been scheduled to work with the City of Green Bay on a preliminary evaluation/cooperative plan for emergency systems management.
7. **2016 Water Consumption Report:**  
The Manager reported that the Authority is down 4.8% in water sales over last year at end of first quarter, noting this is a discouraging sign.

**Old Business:** None

**Closed Session:**

The Committee may go into Closed Session pursuant to Wisconsin State Statute 19.85 (1)(e) ; deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a Closed Session. The Committee will then reconvene back into Open Session.

**Motion made by DePere, seconded by Bellevue to enter into Closed Session.**

**Roll Call: Present: Allouez, Bellevue, DePere, Ledgeview**

**Excused: Howard, Lawrence**

**MOTION APPROVED 4-0**

**Motion made by DePere, seconded by Lawrence to return to regular order of business. Roll Call: Present: Allouez, Bellevue, DePere, Ledgeview**

**Excused: Howard, Lawrence**

**MOTION UNANIMOUSLY APPROVED 4-0**

**Next Meeting**

1. **Agenda Items for the May 10, 2016 Meeting**

**Motion made by DePere, seconded by Bellevue to adjourn at 2:50 p.m.**

**MOTION UNANIMOUSLY APPROVED**

Respectfully submitted,

Rae G. Knippel  
Transcription