

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, May 10, 2016 at the Allouez Village Offices/Board Room – 1900 Libal Street, Green Bay, WI

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

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

April 12, 2016

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

Appearances

1. **Stacey Henk – McMahon GIS Presentation and Status Update:**

Ms. Henk presented the option for the committee to consider a potential maintenance agreement that would provide online updates to the GIS system. She indicated that MPU has been using this option on their mobile devices and have asked about the potential of GIS use for inspection service, along with record drawings.

It was questioned if this will lead to a Request for Proposal from McMahon, and the Manager indicated that although he has a draft, it has not been submitted.

Ms. Henk noted that McMahon is proposing to provide this service for updates in the field and better function at a rate not to exceed \$5,000.

Committee discussion resulted in the recommendation to take this idea to the Board as is not a specific agenda item here. When asked an estimate of hours required to keep the GIS updated by Mr. Thoresen and a breakdown of what they would get for the \$5,000, Ms. Henk replied she has discussed this with Mr. Michaelson at MPU. An answer is not available, until it is known just what is

wanted from the Authority – mobile device use, inspection service, record drawings, etc., however, it is estimated not to exceed \$5,000. The Manager will follow-up with Mr. Michaelson and place it on the next Board agenda.

Communications – None

Agenda Items:

1. **Change Order #6 for IEI General Contractors in the amount of \$22,633.00:**
Mr. Voogt explained that Change Order #6 presented for payment covers General Construction Work at the Central Water Storage Facility. This change is an increase to the Contract Price in the amount of +\$22,633.00, making the revised Contract Price \$3,101,964.98.

Items included in this increase include the addition of an analog input card/ additional wiring to NSight fiber optic cable; additional bollards, along with additional start-up trips related to programming.

Motion made by Howard, seconded by DePere to recommend approval of Pay Request #6 for IEI General Contractors in the amount of \$22,633.00 (an increase in the Contract Price to \$3,202,964.98)

MOTION UNANIMOUSLY APPROVED

2. **Pay Request #21 from IEI in the amount of \$71,983.29:**
This pay request is also for general construction work at the Central Water Storage Facility and is partial payment in the amount of \$71,983.29 for work performed through April 30, 2016.

Motion made by Howard, seconded by Lawrence to recommend approval of Pay Request #21 from IEI, partial payment, in the amount of \$71,983.29.

MOTION UNANIMOUSLY APPROVED

3. **Engineering Proposal in the amount of \$26,500 from McMahon Associates to evaluate system interconnect plan for CBCWA in conjunction with Green Bay Water's Master Planning Project.**

The Manager explained this proposed agreement between the CBCWA and Green Bay, stating that although the City has a secondary/backup transmission system to and from the water treatment facility, the water supply is backed up from the original pre 1954 ground water wells which are subject to elevated arsenic levels. In meeting with them, it was found that supply is inadequate to provide a 100% emergency/backup supply. A 2012 CBCWA Water Optimization Study identified potential connection points where the CBCWA member systems and the Green Bay Water Systems could be interconnected for emergency/ backup supply.

The CBCWA Strategic Plan recognizes the need for the City of Green Bay Water Utility to seek options for a backup/emergency water supply that would be of benefit to both water producers and suppliers. The purpose of this work effort will be to work collaboratively with the City of Green Bay Water Utility to investigate

the potential of options for interconnections of the two water systems for the benefit of both.

A Scope of Services was included in packet material for this project (see for details) at a total cost of \$26,500.

Discussion by the committee of the proposal resulted in the consensus to move forward with approval of the proposal.

Motion made by DePere, seconded by Bellevue to recommend approval of the Engineering Proposal in the amount of \$26,500 from McMahon Associates to evaluate a system interconnect plan for CBCWA in conjunction with Green Bay Water's Master Planning Project.

MOTION UNANIMOUSLY APPROVED

4. Final Payment to August Winter & Sons (tentative).

Mr. Voogt indicated that August Winter will complete their work this Thursday. Final payment held to next meeting.

5. Final Payment to DN Tank in the amount of \$50,000:

The amount of \$50,000 was held as a retainer. As work is now complete a recommendation was made to approve payment to DN Tank.

Motion made by Howard, seconded by Ledgeview to recommend approval to release the retainage of \$50,000 to DN Tank as final payment.

MOTION UNANIMOUSLY APPROVED

6. Property Status Updates:

Mr. Voogt highlighted the committee on the following activities:

a. Storage Tanks

DN Tank has completed their work and IEI is nearing completion. The work left to do relates to topsoil grading, touchup in the building, caulking, etc. Later this month, modes of operation will be implemented and tested.

b. Energy Conservation Program

See #4 above. August Winter & Sons will finish their work on Thursday, May 12th and final payment will follow.

c. Operations Plan

Mr. Voogt has met with four of the six members relative to system models and will also be working with MPU. This project is scheduled for completion this summer.

d. Connection Station Repairs

Plans have been developed and work started on repairs. Within the next month The Manager will provide a further report.

e. System Master Plan

See #3 above

7. 2016 Water Consumption Report:

The Manager reported that through the end of April water consumption is down 6% over last year at this time. In 2015, the Authority was 50 million gallons short of the take or pay requirement. If the consumption continues as it is by the end of 2016 there will be a large fee to pay MPU.

There was some discussion regarding the potential of the Village of Suamico's investigation of an available source of water supply with the CBCWA. The Manager indicated that a meeting has been scheduled for further discussion and it anticipated that Suamico will make a decision by this Fall.

8. CBCWA Strategic Plan:

Manager Vaclavik addressed the following areas of the Strategic Plan:

a. Goal #3 – Collaboration & Cooperation

i. Task 1: Best Practice Model

Models in other communities will be investigated and several suggestions were made by committee members.

ii. Task 4: Prioritization

One priority is collaboration issues within the CBCWA. The goal of this task is to identify five areas by 8-31-16. The Manager had several suggestions beginning with a brainstorming session to discuss ideas. Committee members also had ideas which the Manager will research and follow-up.

b. Goal #4 – Training & Education

i. Task 1: Non-negotiables (Operating Principles)

The Manager indicated there has been limited progress in this area. There is a need to set meetings with the Board and Committees to discuss further. A Mission Statement was circulated at the March Board Meeting.

ii. Task 2: Orientation and Onboarding Process

Partial completion of a reference manual is awaiting comment. The Manager has also circulated samples from other communities and an agenda that MPU uses in meeting with new members. There is a need to schedule a meeting in conjunction Task 1 above in order to develop a plan to work together and establish guidelines, review available materials and effective tools, and find a starting place. The Manager pointed out that this Authority is unique from others. Chairman Berndt suggested that a brainstorming session be held at the next meeting of this committee, followed by a discussion with the Board of those findings.

Announcements/Comments:

- Mr. Thoresen announced that Karen Heyrman has taken a position in Grand Chute and will be leaving her employment with the City of DePere.
- Atty Kobza is preparing amendments to Water Purchase agreement
- Draft Proposal to the Village of Suamico
- Possible Reschedule of July meeting

- Conference Attendance
- Thoresen – Discussion of lead in pipes
- Studies of bottled water

Old Business: None

Closed Session: None

Next Meeting

1. **Agenda Items for the June 7, 2016 Meeting**
 - a. Aquahawk Presentation by Village of Howard
 - b. Continued Discussion of Strategic Plan

Motion made by DePere, seconded by Allouez to adjourn at 3:11 p.m.

MOTION UNANIMOUSLY APPROVED

Respectfully submitted,

Rae G. Knippel
Transcription