

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, January 25, 2017 at the DePere City Hall, 2nd Floor Riverview Conference Room, 335 South Broadway, DePere, WI

Present: Bellevue-Gorall, DePere-DeLo, Howard-Farr,
Lawrence-Treml, Ledgeview-Burdette
Excused: Allouez
Also Present: Dave Vaclavik-Manager

The meeting was called to order by President Sarah Burdette at 3:00 p.m.

Roll Call:

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

Approval of the Agenda:

Approve Agenda

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

MOTION UNANIMOUSLY APPROVED

Approval of Minutes:

Approve Minutes: December 21, 2016

Motion made by Lawrence, seconded by DePere to approve the minutes.

MOTION UNANIMOUSLY APPROVED

Public Comment: None

Appearances: None Scheduled

Administrative Actions and Reports:

1. True-Up Charges and Rate Stabilization Payments:

True-Up calculations to be presented to the CBCWA Board for consideration were provided to Board members prior to the meeting.

Comments from the Manager included the following:

- The CBCWA ended the year a little over 100 million gallons in sales below the minimum take or pay agreement with Manitowoc Public Utilities which will result in a charge of approximately \$60,000 for unused water.
- In total, the Authority ended the year 7.3% below the budgeted sales estimates provided by the members. This resulted in an effective rate of \$4.79 per 1000 gallons instead of the budgeted rate of \$4.44.
- This year's calculations include reallocation of the \$334,360 member rate stabilization rebate issued last year based on budgeted sales volumes.
- A planned rate stabilization of \$1,136,318 is included in the 2017 budget and these calculations include that amount.

- Proposed adjustments to each community are as follows with number in parentheses indicating a rebate. Lawrence and Ledgeview would each receive an invoice.

Allouez -	(\$234,474)
Bellevue –	(\$300,533)
DePere -	(\$216,110)
Howard -	(\$396,273)
Lawrence -	\$ 241
Ledgeview -	\$ 10,831
Total -	(\$1,136,318)

Motion made by Howard, seconded by Bellevue to approve True-Up Charges and Rate Stabilization Payments as presented.
MOTION UNANIMOUSLY APPROVED

2. Establishment of Board Subcommittee on Collaboration:

The Manager reported that he met with Nancy Quirk of the Green Bay Water Utility on 1-24-17, and learned that her Subcommittee and Board have not yet seen the letter issued by the Water Authority in December. Ms. Quirk suggested that the CBCWA form a similar subcommittee to establish relations with the GB Water Utility Board. The Manager opined that this is a valid idea and as one of the major CBCWA goals is collaboration, indicated that the subcommittee may be useful beyond just working with Green Bay.

When asked by Mr. Delo what would be the goal, Manager indicated that it would determine if the CBCWA could work with the City of Green Bay Water Utility Board in terms of the interconnect study. Manager Vaclavik stated that although the study may not provide a viable solution, it may determine if it is financially sensible from a regional planning perspective to collaborate as both utilities will be competing for the same customers and building infrastructure.

During the meeting with Ms. Quirk, the Manager indicated that they also discussed the issue of work orders and asset management. Green Bay Water has implemented Citiworks and apparently the City will be moving in that direction as well. It is an integrated program well respected in the industry that links work orders, asset management, and GIS records together. This program has enormous capabilities for both general public works and utilities. The Manager stated he will be meeting with their licensed vendor soon and will schedule time with all of the CBCWA members for a more detailed presentation. He indicated that this is another case where collaboration could generate significant pricing discounts and the Technical Committee will be addressing this possibility.

When asked if any Board members are interested in being part of the subcommittee, Mr. Delo noted that DePere already has a good relationship with Green Bay Water. Others opined that the idea is a good collaborative effort in the areas of purchasing/maintenance/contracting, noting it may be more of a technical/investment/economic issue.

Other discussion involved competition for customers with a suggestion by Ms. Gorall that the Board work on matters first before adding Green Bay to the discussion. She noted that Bellevue looked at Citiworks for asset management, and although finding it an amazing integrated program, the price is high. The Manager noted that many issues may be linked too closely to separate i.e., interconnect and emergency service. He pointed out that Green Bay is presently developing a system master plan and will need to know how much to build if they were to interconnect with the Authority. A study is being conducted with McMahon to determine connection locations. It is known that Green Bay also has areas that are in short supply and economics of combining are under discussion.

When asked if it is necessary to form a sub-committee, the Manager stated it is necessary to convince the Water Board that they consider collaboration with the Authority. Ms. Gorall suggested that if Green Bay is serious about this collaboration, they be informed that the CBCWA is willing to contribute consultant time to discuss technical details. Delo suggested that if there is actually a meeting with Green Bay that technical staff from each community be present.

3. Financial Reports:

The Manger highlighted the last report of year 2016, noting that the 2017 budget is based on cash needs with debt service factored in. The balance sheet end of year numbers are similar to last year, with profit and loss turning a slight profit.

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

4. Pay Authorizations: Vouchers

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

Technical Committee Recommendations:

- 1. Change Order #1 in the deduct amount of \$6,925 reducing the contract with Mill Coatings on the Facilities Maintenance Project from \$176,730 to \$169,805.**

The Manager explained that this Change Order is related to Ledgerview pulling out of the project.

Motion made by DePere, seconded by Lawrence to approve Change Order #1 in the deduct amount of \$6,925 reducing the contract with Mill Coatings on the Facilities Maintenance Project form \$176,730 to \$169,805. MOTION UNANIMOUSLY APPROVED

Project Update and Status Reports:

- 1. Engineer's Report:**

- **Connection Station Upgrade Project** - The Manager reported that McMahon is working on this project. Preliminary work has been completed and meetings have been scheduled with individual members.
- **Operations Optimization** – McMahon has submitted a draft report to the Technical Committee. Known projects have been incorporated into the 2017 CIP.
- **Master Plan** – This project has been started but is on hold until further discussion with Green Bay Water.

2. **Manager's Report:**

The Manager gave the following highlights from his written report:

- **Audit** – Baker Tilly will be on site on Thursday, February 2, 2017.
- **Asset Management** – The Manager completed the first of four parts of an Asset Management Program in December. Although he has mixed feelings on the value of the course, he plans to sign up for part two in February.
- **Municipal Cooperation/Collaboration** – The Manager has begun work on this portion of the strategic plan and has presented a list of required information to the Technical Committee. He will compile the information collected during the first quarter of 2017 followed by follow-up questions and then discussion with the Technical Committee.
- **MPU Agreement** – Work continues on drafting appropriate contract revisions. When asked the advantage, the Manager explained he met with Mr. Nilaksh Kothari and Cindy Carter the end of December and has discussed that meeting with Vicki Hellenbrand. Nilaksh has suggested a meeting with the PSC and Hellenbrand feels that it would be worthwhile. The Manager will be working on setting up such a meeting as it may have an impact on the rate case.
- **Leonard & Finco** – Updates to the website are in progress and will be ready for implementation soon. A presentation was made to the Technical Committee in January which resulted in modifications to the site.
- **Johnson Bank** – The Manager reported that he met with Johnson Bank to discuss changes they are making to their online banking system related to sign-in procedures.

The Manager's Report also included updates on the following:

- **CDM Smith Valve Replacement Protocol** – Comments have been received and the Manager will be discussing bidding services with them shortly.
- **Filter Media** – MPU continues to work on warranty repair/replacement of the filter media. To date all work has been completed under warranty.

Central Brown County Water Authority
January 25, 2017

Old Business:

1. None

New Business:

1. None

Next Meeting:

Suggested Agenda items for Next Meeting on February 22, 2017

Adjourn:

Motion made by DePere, seconded by Lawrence to adjourn at 3:50 p.m.

MOTION UNANIMOUSLY APPROVED

Respectfully submitted,

Rae G. Knippel
Transcription