

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, February 22, 2017 at the DePere City Hall, 2nd Floor Riverview Conference Room, 335 South Broadway, DePere, WI

Present: Bellevue-Gorall, DePere-Thoresen, Lawrence-Treml,
Ledgeview-Burdette
Excused: Allouez, Howard
Also Present: Dave Vaclavik-Manager
Don Voogt – McMahan, Inc.

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: January 25, 2017

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

MOTION UNANIMOUSLY APPROVED

Public Comment: None

Appearances: None Scheduled

Administrative Actions and Reports:

- 1. Engagement Letter from Alberts & Heling for Bookkeeping & Accounting Service:**

The Manager explained that Alberts & Heling is a relatively small accounting firm with offices in Green Bay and Neenah. He stated that with Public Management Partners he and his partner Barb Grant used the firm as their accountant while in business and were satisfied with their work. Manager Vaclavik has met with Kurt Heling and one of his accountants and they have expressed willingness to take on the role that Karen Simons of Bellevue has performed since the CBCWA office relocated to Bellevue. The Village of Bellevue currently bills the Authority \$355 per month for their services. As per the attached Engagement Letter, Albers & Heling would charge \$400 per month for similar services. The Village has indicated they would like to regain Karen’s full attention and the Manager stated he believes this proposal is reasonable.

Because of the time of year (tax season), Alberts & Heling would start on or before May 1, 2017.

When asked regarding access to records, the Manager indicated that the Quick Books accounting package is online software and would be accessible to Alberts & Heling, otherwise documents would be scanned, sent, or delivered. In addition, he indicated that direct payroll deposit is planned to be implemented.

Motion made by DePere, seconded by Belleview to approve the Engagement Letter from Alberts & Heling for Bookkeeping & Accounting Services in the amount of \$400 a month as per the Manager's recommendation. MOTION UNANIMOUSLY APPROVED

2. Office Equipment Recommendation:

The Manager explained that his personal laptop has come to the end of its useful life. He has acquired a new one although has not yet transferred Authority information to it. He noted that the CBCWA office maintains a desktop machine that is synched to his personal laptop for backup purposes and occasional use when needed. As he is preparing for retirement and transition to a successor, he questions whether the current setup continues to make sense. He is suggesting a system that includes improved back-up and security while allowing remote access through a firewall. The system would include replacement of both his laptop and the existing office PC. He suggests adding to this system a NAS storage device and either cloud based or hard drive remote backup. The laptop would be docked to dual monitors. Estimated cost of this system is \$8,431 to come out of reserves.

Although this system is used and recommended by Bellevue, Mr. Thoresen of DePere suggested that additional quotes be sought.

Motion made by Lawrence, seconded by DePere to approve the concept for the purchase of office equipment as described in an amount not to exceed \$8,500, with a recommendation to obtain three quotes. MOTION UNANIMOUSLY APPROVED

3. Amendment #7 to Water Purchase & Sale Agreement:

The Manager reported there will be two amendments proposed to the Water Purchase & Sale Agreement this year. Amendment #7 makes no substantive changes but cleans up and/or clarifies the existing agreement. Amendment #8 will address changes related to water sales to future members. The Manager indicated that Amendment #8 should be ready late spring or early summer. He noted there are some issues with the proposed methodology related to the Security Fund that need to be resolved with bond counsel before the eighth amendment can be completed.

No Action. The Manager will send resolution materials related to Amendments to the Water Purchase & Sale Agreement to the members and schedule the required meeting with members for the April Board Meeting.

4. Financial Reports:

The Manager referred to the recently completed audit report stating that it includes journal entries not yet recorded. By in large, income and expenses are on track, and cash balance is good.

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

5. Pay Authorizations: Vouchers

Various vouchers were highlighted including Quarles & Brady; American Water Works Association (annual membership); Milton Propane, etc.

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

6. Payment to NIS for Corrosion Prevention Services in the amount of \$36,232.54.

Although this would normally be a Technical Committee item, the pay request from NIS came in after their meeting and past the point of non-emergency agenda modification. NIS will be returning to work soon to complete the project, therefore, this is a request for payment for partial payment of their services.

Motion made by Ledgeview, seconded by DePere to approve Payment to NIS for Corrosion Prevention Services in the amount of \$36,232.54. MOTION UNANIMOUSLY APPROVED

Technical Committee Recommendations:

1. Pay Application #1 from Mill Coatings in the amount of \$57,856.90:

This invoice is a progress payment for work performed through January 23, 2017 and is related to 2016 building maintenance improvements.

Motion made by Bellevue, seconded by Lawrence to approve Pay Application #1 from Mill Coatings in the amount of \$57,856.90 MOTION UNANIMOUSLY APPROVED

2. Request to have Dorner do post-construction work at the PRV station for a cost not to exceed \$1,500:

Mr. Voogt explained that this invoice from Dorner relates to post-construction work for the following services:

- Exchange 6 Brass Hytrol Control Valves with 6 all Stainless Hytrol Control Valves. Note: 6 Stainless Hytrol Valves offered at no charge.
- Isolate/Identify source of drifting signal, make correction action and report.

- Verify speed of existing Rotork actuator and recommend corrective action

Motion made by Lawrence, seconded by Bellevue to approve the request to have Dorner do post-construction work at the PRV station for a cost not to exceed \$1,500.

MOTION UNANIMOUSLY APPROVED

Project Update and Status Reports:

1. Engineer's Report:

Mr. Voogt highlighted engineering activities during the last reporting period:

- **Building Maintenance Upgrades** – Progress is underway, although there have been some issues involving coordination.

Also included in the written report was the following:

- **Operations Optimization** – McMahon is progressing on this project and a draft report has been submitted to the Technical Committee. Those projects known have been incorporated into the 2017 CIP.
- **Master Plan** – This project is on hold until further discussion with Green Bay Water.

2. Manager's Report:

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

- **Green Bay Water – Master Plan/Interconnect** – In a phone conversation with Nancy Quirk to discuss the CBCWA's interest in meeting with her sub-committee, The Manager was informed that although there is some interest in the development of a relationship, there is concern about competition for new customers. Green Bay Water would like to be further along in their system analysis before making any formal commitments (end of March). Quirk stated, however, they are interested in working together on other mutually beneficial areas as opportunities arise.

As part of the discussion with Ms. Quirk, the issue of work orders and asset management came forward. He was informed that Green Bay Water has implemented Cityworks and apparently the City will be moving forward in that direction as well. The Manager indicated that this is an integrated program well respected in the industry that links work orders, asset management, and GIS records together. It has enormous capabilities for both general public works and utilities. Manager Vaclavik will be meeting with the licensed vendor in the near future and will schedule time with all CBCWA members for a more detailed presentation. Vaclavik stated this is another case where collaboration could generate significant pricing discounts. (See additional information below under Old Business)

- **Leonard & Finco** – Updates to the website are in progress and expected to be implemented soon. A presentation was made to the Technical Committee and request for input at the January meeting resulted in substantial

modifications. The Manager requested that any comments be made to Cole Buerger at Leonard & Finco by March 10th as the site will go live shortly thereafter.

See the Manager's written report for additional items including:

- **Audit** – Baker Tilly was on site February 2nd. A report is expected in March.

- **Municipal Cooperation/Collaboration** – The Manger reported he has started work on this portion of the Strategic Plan and has presented a list of information required to the Technical Committee. He will compile such information during the first quarter of 2017 followed by questions and discussion with the Technical Committee.

Old Business:

1. Asset Management – Cityworks Presentation

As reported above, the Manager reported that he has continued to pursue the possibility of expanding upon the Cityworks license with Green Bay Water to create a regional water effort. In meeting with Bill Hoisington from Power Engineering who works with Green Bay Water on their Cityworks system, he was told there could be substantial cost savings on licensing through a cooperative approach. Mr. Hoisington estimated a \$30,000 annual cost to add Authority members.

Discussion at the Technical Committee resulted in the opinion that this idea may appeal and benefit a wider range of communities. Therefore, the Manager will be attempting to set up one or more presentations on the Cityworks system to not only the CBCWA and MPU but to neighboring municipalities as well. Because of the integrated nature of Cityworks, it has applications well beyond Water and Public Works, therefore it is important that the right people attend. The Manager will attempt to schedule presentations during the first two weeks in April.

When asked how much time the Manager has been putting into this matter, he stated presently 8 to 9 hours, noting that it is a goal of the collaboration plan included in the Strategic Plan.

New Business:

1. None

Closed Session: The Board may go into Closed Session to discuss pending contract negotiations with Manitowoc Public Utilities pursuant to Wisconsin State Statute 19.95(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 Board will then reconvene back into open session.

Motion made by DePere, seconded by Ledgeview to enter into Closed Session:

Roll Call: Present: Bellevue, DePere, Lawrence, Ledgeview

Excused: Allouez & Howard

MOTION UNANIMOUSLY APPROVED

**Motion made by Bellevue, seconded by DePere to return to regular order of business. Roll Call: Present: Bellevue, DePere, Lawrence, Ledgeview
Excused: Allouez & Howard
MOTION UNANIMOUSLY APPROVED**

- 1) Action, if any resulting from Closed Session.
None

**Motion made by Lawrence, seconded by DePere to Cancel Task Orders
23 & 24 with McMahon, Inc.
MOTION APPROVED 4-0**

Next Meeting:

Suggested Agenda items for Next Meeting on March 22, 2017

Adjourn:

**Motion made by DePere, seconded by Bellevue to adjourn at 3:59 p.m.
MOTION UNANIMOUSLY APPROVED**

Respectfully submitted,

Rae G. Knippel
Transcription