

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, March 22, 2017 at the DePere City Hall, 2nd Floor Council Chambers, 335 South Broadway, DePere, WI

Present: Allouez-Dennis, Bellevue-Gorall, DePere-Delo, Howard-Farr
Lawrence-Trembl
Excused: Ledgeview-Burdette
Also Present: Dave Vaclavik-Manager

The meeting was called to order by Vice-President Geoff Farr 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 Lawrence, seconded by Bellevue to approve the agenda.

MOTION UNANIMOUSLY APPROVED

Approval of Minutes:

Approve Minutes: February 22, 2017

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

MOTION UNANIMOUSLY APPROVED

Public Comment: None

Appearances:

1. Melissa Kempen - Baker Tilly Virchow Krause

Melissa Kempen, Senior Manager at Baker Tilly Virchow Krause distributed information to the Board regarding the 2016 Audit. Such information included highlights of the Financial Statements as follows:

1. Audit Opinion
2. Management Discussion Analysis Overview
3. Basic Financials and Statement of Position (cash accounts)
4. Capital Assets
5. Liability (long term debt)
6. Assets Less Liabilities
7. Statement of Revenue Expenses/Changes in Net Position

A second report with regard to Communication included information involving:

1. Required Communication (transition to new accounting firm and new processes)
2. Continued communication regarding audit
3. Recommendations (none for this year)

4. Standard Language

The Manager pointed out that as usual deficiencies which were reported were related to the lack of staff necessary to properly separate financial responsibilities. He has asked Baker Tilly to establish working parameters as the Authority moves to Alberts & Heiling for accounting services.

Administrative Actions and Reports:

1. 2016 Audit

See above for details of the 2016 Audit.

Motion made by DePere, seconded by Bellevue to accept the 2016 Audit as presented. MOTION UNANIMOUSLY APPROVED

2. Financial Reports

Reports were provided to Board members. He noted that journal entries have not been made as of year-end, although all appears to be on track with expectations. Bond payments are scheduled to be made in April.

Motion made by Lawrence, seconded by Howard to approve Financial Reports. MOTION UNANIMOUSLY APPROVED

3. Pay Authorizations: Vouchers

The Manager referred to the updated Voucher List, stating it is likely there will be additional invoices following this Board meeting as the 4th Wednesday is early this month. He indicated they will be paid as they arrive.

The Manager reported there was a small crisis with checks following the last Board meeting due to running out of checks from the Johnson Bank account. Checks from the closed Wells Fargo account were inadvertently substituted, all of which were returned. Each of the receiving parties were notified when the issue was discovered and checks were re-issued with overnight delivery from the proper account.

A question was asked regarding the bill from MPU for electric power. The Manager indicated this is for the corrosion protection system on the pipeline and that it is a monitoring system with its own meter.

Engineering activities during the last reporting period were highlighted, with the Manager reporting that work on connection stations by Mill Coatings is projected to be completed in May. Participating communities and MPU will be invoiced for this shared cost.

Motion made by Lawrence, seconded by DePere to approve the Pay Authorizations: Vouchers. MOTION UNANIMOUSLY APPROVED

Technical Committee Recommendations:

No Meeting of the Technical Committee in March.

Project Update and Status Reports:

1. Engineer's Report:

In addition to the above report regarding completion of the connection station project, Manager Vaclavik reported that known projects have been incorporated into the 2017 CIP and design work will begin on the Hobart pumping station bypass shortly. Concurrent with that work will be controlled programming at the surge facilities/water pump stations. Work by McMahon on the Master Plan is on hold until further discussion with Green Bay Water.

2. Manager's Report:

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

Citiworks - The Manager reported he has continued to pursue the possibility of expanding upon the Citiworks license by discussing with Green Bay Water the creation of a regional effort. Bill Hoisington from Power Engineering, who works with Green Bay Water on their Citiworks system, has indicated there could be substantial savings on licensing through a cooperative approach. He estimated Authority members could be licensed for \$30,000 per year in total. Discussion by the Technical Committee resulted in significant interest, and the suggestion that the idea may appeal to a wider range of area communities. The Manager has subsequently met with Jean Pucel at Green Bay Water to discuss a rough presentation online and then with Josh Stroessner from Citiworks to discuss setting up one or more presentations on the system. Because of the integrated nature of Citiworks, it has applications well beyond water and Public Works. Vaclavik stated it will be important that the right people from interested communities attend. He suggested that Pleasant Prairie be invited to discuss their system also noting that Citiworks is involved with water utilities in Cincinnati and Cleveland. He has met with Nancy Quirk of Green Bay Water who has indicated they are planning a presentation to the Authority to discuss their water system and water plan. Although there are other vendors, Citiworks is the most respected.

Web Site - Updates to the website are in progress by Leonard & Finco and expected to be implemented in early April. Some members have opted to include water rate information on this site. He asked that those interested in including such information, provide Cole Buergi with the data as soon as possible.

See the Manager's report for details of updates on the following items:

Bond Payments – Payments for the 2014 refunding bonds (interest only) and the Clean Water Loan Fund (interest and principal) will be made in mid to late April.

Juli McGuire – Juli has accepted another position but will continue to help with filing on her day off (Friday) and potentially later in the afternoon during the week.

Amendment #7 – Materials have been sent to members and the required joint meeting has been scheduled for the April Board meeting. The Manager stated

he has started work on **Amendment #8** which will make changes to requirements for new members and the rates they pay.

CDM Smith Valve Replacement Protocol – The Manager will be discussing bidding services with CDM Smith shortly.

Municipal Cooperation/Collaboration – Work has begun on this portion of the Strategic Plan and a list of required information was presented to the Technical Committee at their last meeting. The Manager expects to begin compiling the information during the first quarter of 2017, followed by follow-up, questions, and discussion with the Committee.

MPU Pending Issues – Work continues on drafting appropriate contract revisions and a letter has been sent outlining concerns. The Manager is working on setting a date to resolve issues.

Asset Management – The Manager will be signing up for Part Two of the Asset Management Certification Program and expects to complete it this year.

Old Business:

1. **Asset Management – Citiworks Presentation**
(See above)

New Business:

1. Suggested Agenda items for Next Meeting on April 26, 2017.
 - Update on Amendment #7 to the Water Purchase & Sale Agreement.

Adjourn:

Motion made by DePere, seconded by Howard to adjourn at 3:28 p.m.

MOTION UNANIMOUSLY APPROVED

Respectfully submitted,

Rae G. Knippel
Transcription