

**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, June 28, 2017 at the DePere City Hall, 2<sup>nd</sup> Floor Riverview Conference Room, 335 South Broadway, DePere, WI

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**Present:** Allouez-Berndt, Bellevue-Gorall, DePere-Thoresen, Howard-Farr  
Lawrence-Treml, Ledgeview-Burdette  
**Also Present:** Dave Vaclavik-Manager  
Gary Rosenbeck – McMahon, Inc.

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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 Lawrence, seconded by DePere to approve the agenda.**

**MOTION UNANIMOUSLY APPROVED**

**Approval of Minutes:**

Approve Minutes: May 24, 2017

**Motion made by Lawrence, seconded by Howard to approve the minutes of May 24, 2017. MOTION UNANIMOUSLY APPROVED**

**Public Comment:** None Scheduled

**Public Comment:** None

**Appearances:** None Scheduled.

**Administrative Actions and Reports:**

1. **CBCWA Strategic Plan Status Update:**

The Manager informed the Board that he and President Burdette met with the Green Bay Water General Manager, Nancy Quirk, and their Commissioner, President Jim Blumreich. During the one and a half hour meeting, they worked through a discussion document regarding potential collaborative opportunities and related issues. (Discussion points with Green Bay Water from the June 7<sup>th</sup> meeting were provided to Board members via packet material.) A meeting with the Green Bay Water Commission is scheduled for July 10<sup>th</sup>, and Manager Vaclavik is optimistic that it will go well. He indicated that one possibility that arose during discussion was the establishment of a joint group to evaluate alternatives for mutual cooperation with the assistance of a facilitator.

The Manager also reported that the Authority has made some progress identifying a sustainable and PSC approvable approach to a revised rate structure with MPU. The plan is to have material available to present to MPU in the near future.

President Burdette added that Manager Vaclavik was able to articulate to Green Bay Manager, Nancy Quirk and Mr. Blumreich that the Authority is not looking for a “free ride” but rather finding mutually beneficial opportunities that protect both utility’s customers. Discussion was also held regarding each utility’s capacity to serve noting that CBCWA has substantial excess capacity whereas there are some current limitations with the Green Bay system.

2. **AquaHawk Collaboration:**

The Manager reported that the City of Appleton and the Town of Grand Chute have both approved implementation of AquaHawk software allowing customers access to water consumption data and improving water use data analysis for utilities. Based on their approvals, there will be a significant price drop for members of the Water Authority to implement the software for their own systems.

Vaclavik explained that setup fees are based on meter count for each utility but the annual fee will be based on the number of meters managed for the entire group. When the group is over 25,000 meters collectively, everyone’s annual price will be \$1.25 per meter.

Mr. Farr confirmed with the Manager that the total of 25,000 meters is expected to be reached soon.

3. **Scheduled Meeting with Green Bay Water:**

A meeting with Green Bay Water is scheduled for July 10<sup>th</sup> at 8:30 (see #1 above). The Manager stated he is working on a scope of work for Green Bay to evaluate what would be involved structurally and financially in an emergency services agreement. President Burdette pointed out that both the Green Bay Water Commission and the Authority Board have almost entirely new membership since our original discussions in 2003 and 2004.

4. **Financial Reports**

The Manager noted that the issue with journal entry reporting at the May meeting was a user error, stating he failed to edit the report correctly and included extraneous data points. He noted that May bond payments have been made and reserve accounts show good balances.

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

5. **Pay Authorizations: Vouchers**

The Manager highlighted various payments related to insurance payment renewals, etc. Mr. Trembl asked if there was a statement related to the \$50 charge for unemployment insurance and Mr. Vaclavik explained that a bill for \$100 was initially received for non-submittal of the December, 4<sup>th</sup> quarterly report. This report was prepared and mailed but not apparently received. The report

was refiled and the fee was reduced from \$100 to \$50. It was determined that quarterly reports can be filed online which will be done from this time forward.

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

**Technical Committee Recommendations:**

1. **Approval of Partial Payment to Mill Coatings in the amount of \$38,000.00:**

Mr. Rosenbeck explained this partial payment includes \$9,000 for uncompleted work, along with \$8,000 for retainage.

Mr. Trembl questioned an invoice for scada repair with this contractor. Mr. Rosenbeck explained there have been incidents, some due to a contractor who uses subs for a diversity of work. He agreed to follow-up.

**Motion made by DePere, seconded by Allouez to accept the recommendation of the Technical Committee to approve Partial Payment to Mill Coatings in the amount of \$38,000.00**  
**MOTION UNANIMOUSLY APPROVED**

**Project Update and Status Reports:**

1. **Engineer's Report:**

Mr. Rosenbeck highlighted engineering items as follows:

**Mill Coatings** – Work is taking longer than expected, noting a 9 page punch list of items yet to be completed.

**Howard Booster Pump Station** – Mr. Rosenbeck reported McMahon is moving forward with design to increase pressure downstream of the pressure reducing valve. This should also result in higher flows at LW1 which will be tested shortly.

**GIS System** – Coordinates are being updated and put into the GIS system.

**MPU** – Rosenbeck recently met with Rob Michaelson to review various issues. Mr. Michaelson was informed that a monitoring system has been put in place to verify energy savings are being captured efficiently with the use of the central storage system. The Technical Committee will be discussing matters related to reserve capacity, maximum energy, usage, etc.

In addition, the following engineering activities were highlighted in the Manager's Report:

- **Operations Optimization** – McMahon is progressing on this project and a draft report has been submitted to the Technical Committee. Known projects have been incorporated into the 2017 CIP. Potential projects for 2018 will be discussed and evaluated at the next Technical Committee meeting.

- **Master Plan** – This project is on hold until further discussion with Green Bay Water. Further collaboration efforts will be discussed at Green Bay Water's July Board meeting related to system interconnect and emergency service.

2. **Manager's Report:**

The Manager highlighted the following activities from his written report dated 6/28/2017:

- **Amendments #7 & #8** – The Manager has contacted Attorney Kobza requesting a clean copy of the agreement with the approved Amendment #7 changes incorporated. Work is underway on Amendment #8 that will make changes to the requirements for new members and the rates they pay. The Manager plans to have a draft ready for the July board meeting.
- **2018 Budget** – Work on the 2018 budget is planned to begin in July. Members will be asked to provide 2018 consumption estimates after June flow data/projections become available.
- **MPU HVAC and Pump Optimization** – MPU has received bids for review of the HVAC and pumping systems at the finished water reservoir and pumping station. They have not moved forward as there are conflicting views of who is obligated to pay for the work.
- **Water Consumption Report** – The water consumption report through the end of May shows a discrepancy in the Howard meter reading from their Village-owned check meter. This was discussed at the Technical Committee meeting, and an additional meter test will be done.

The following items are noted from the Manager's written report.

- **Ray Kopish** – The CBCWA sent flowers in memory of Ray Kopish and his service as a former Board member. In addition, a \$100 donation was made to the Miracle League, one of the organizations Ray supported.
- **Cityworks** – The Manager continues to pursue the possibility of expanding on the Cityworks license with Green Bay Water to create a regional effort. At this time, Green Bay has expressed reluctance to expand beyond water related functions, therefore it is expected to be a slower process than anticipated.
- **Municipal Cooperation/Collaboration** - Work has begun on this portion of the Strategic Plan. A list of required information has been presented to the Technical Committee related to work orders and job tracking.

**Old Business:** None

**New Business:** None

Central Brown County Water Authority  
June 28, 2017

**Nest Meeting:**

Suggested Agenda Items for next meeting on July 26, 2017.

**Adjourn:**

**Motion made by DePere, seconded by Bellevue to adjourn at 3:23 p.m.**

**MOTION UNANIMOUSLY APPROVED**

Respectfully submitted,

Rae G. Knippel  
Transcription