

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, July 26, 2017 at the DePere City Hall, 2nd Floor Riverview Conference Room, 335 South Broadway, DePere, WI

Present: Allouez-Berndt/Green, Bellevue-Gorall, DePere-Delo, Howard-Farr
Lawrence-Treml, Ledgeview-Burdette
Also Present: Dave Vaclavik-Manager
Gary Rosenbeck – McMahon, 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 Bellevue to approve the agenda.

MOTION UNANIMOUSLY APPROVED

Approval of Minutes:

Approve Minutes: June 28, 2107

Motion made by De Pere, seconded by Allouez to approve the minutes.

MOTION UNANIMOUSLY APPROVED

Public Comment: None Scheduled

Appearances: None Scheduled.

Administrative Actions and Reports:

1. **Strategic Plan Update:**
Manager Vaclavik reported that he and President Burdette met with the Green Bay Water Commission on July 10th. They are at this time in the middle of a capital master plan which allows a window of opportunity for joint planning of infrastructure and collaboration. The Commission was attentive and asked a number of questions, particularly with regard to the possibility of expanding collaborative efforts and in working with a facilitator. General Manager, Nancy Quirk, suggested bringing in someone she knew who was an expert in regionalized efforts among utilities. One of the concerns expressed by Green Bay was with the agreement between the CBCWA and MPU and any restrictions that relationship might create. Subsequent to this meeting, the Authority was asked to contact MPU to inform them of the intent to begin discussions and to indicate that the Authority would be investigating the possibility of emergency service connections. Green Bay has requested that the Authority provide a scope of work detailing their expectations from an emergency service

arrangement which they can give to their consultant to ask for a proposal and to evaluate the impact on their system.

This discussion was addressed at the July Technical Committee meeting which resulted in a special meeting scheduled to start before the regularly scheduled CBCWA Board at 1:30 p.m. (this date). McMahon is working on defining needs under a variety of circumstances to be used as the basis for additional analysis by Green Bay's consultant.

President Burdette added information regarding members of the Green Bay Water Board, stating that also in attendance at the meeting was Green Bay's legal counsel.

Vaclavik noted that Attorney Kobza may be in attendance at a future meeting of this Board to further discuss this item.

The Manager reported that he has reviewed the draft proposal from Attorney Kobza with regard to Amendment to #8 of the Water Purchase & Sale Agreement. He has started work on suggested modifications and simplifications. He will have comments to Attorney Kobza for consideration by the end of the month. He addressed issues with the security fund and future refinancing stating he will be making a recommendation. Delo questioned comments made by bond counsel relative to the security fund and the Manager explained the present covenant structure will have an effect on future customers.

The Manager stated he has received a draft proposal to provide facilitation services from David Yeghiaian. At this time, it is under review for any necessary modifications. He plans to have a proposal to the Board at the August meeting.

2. **Financial Reports**

Issues with the new system (Quick Books) are being worked out. Vaclavik reported revenues will be generated until the next bond payment due Nov 1. Undesignated funds equal over \$4 million indicating the Authority is in good financial shape.

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

3. **Pay Authorizations: Vouchers**

Highlights of the Pay Authorizations were given by the Manager including:

- Wisconsin Section AWWA – annual conference fee
- Hanover Insurance Group – payment for criminal protection insurance
- Alberts & Heling CPA's
- Digger's Hotline – refund from payment made two times a year

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

Technical Committee Recommendations:

1. **Approval of Three Year contract for chlorine Monitoring Equipment Maintenance with Hach in the amount of \$25,658.39.**

The Manager indicated that the Field Service Contract with Hach includes all parts, labor, and travel for on-site repairs, two on-site calibrations per year, factory recommended maintenance, unlimited technical support calls, and free firmware updates. Approval of this three-year contract for chlorine monitoring equipment maintenance in the amount of \$25,658.39 has been in place for some time.

Motion made by DePere, seconded by Howard to approve a Three Year contract for chlorine Monitoring Equipment Maintenance with Hach in the amount of \$25,658.39. MOTION UNANIMOUSLY APPROVED

Project Update and Status Reports:

1. **Engineer's Report:**

Mr. Rosenbeck updated the Board on discussion by the Technical Committee with regard to the following:

- Bypass at the Howard Booster Station.
- Tank capacity and potential energy savings with pumping options and implementation of control system.
- Update of maintenance upgrades at stations.
- Discussion of potential emergency connection with Green Bay, where it would be, capacity, etc.

2. **Manager's Report:**

The Manager highlighted the following activities from his written report:

- **2018 Budget** – Work has begun on the 2018 Budget and a draft will be presented at the August Board meeting. Members have been asked to review 2018 consumption estimates and have agreed on numbers (see Manager's Report for specifics). Note is made that projected flows are lower than the minimum take or pay requirement with MPU.
- **September Anniversary** – Tenth year of operation by the Central Brown County Water Authority. Cole Buergi of Leonard & Finco has suggested some type of commemoration of this date.
- **Ledgeview** – The Manager received a call from owner of property next to pressure reducing station stating they will be doing a cleanup of buckthorn and would be willing to do the CBCWA property also. Discussion with Attorney Kobza resulted in approval of this request.
- **MPU Negotiations** – There has been some progress in identifying what is believed to be a sustainable and PSC approvable approach to a revised rate structure. When material is available to present to MPU, a special Board meeting will be scheduled to discuss strategy and expectations in closed session before beginning negotiations.

- **Cityworks Presentation** – The Manager continues to pursue the possibility of expanding upon the Cityworks license through Green Bay Water to create a regional effort. Green Bay General Manager, Nancy Quirk, has indicated an interest in resuming discussions, along with a group presentation.

- **Amendment #7** – The Manger provided a “clean copy” to the Board with changes incorporated that should be used to replace the appropriate section in the CBCWA Reference Manual.

Old Business: None

New Business:

1. Set Date for Special board Meeting:
To be announced if found necessary

Next Meeting:

Suggested Agenda Items for net meeting on August 23, 2017.

Adjourn:

Motion made by DePere, seconded by Lawrence to adjourn at 3:29 p.m.

MOTION UNANIMOUSLY APPROVED

Respectfully submitted,

Rae G. Knippel
Transcription