

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, August 23, 2017 at the DePere City Hall, 2nd Floor Riverview Conference Room, 335 South Broadway, DePere, WI

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

MOTION UNANIMOUSLY APPROVED

Approval of Minutes:

Approve Minutes: July 26, 2017

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

MOTION UNANIMOUSLY APPROVED

Public Comment: None Scheduled

Appearances:

1, Patrick Wetzel, Administrator, Town of Lawrence regarding Service to Extra-Territorial Customers:

Mr. Wetzel was present to explain to the Board that the Town of Lawrence has been approached by a developer hoping to expand a subdivision that is partially in Lawrence and partially in the Village of Hobart. The Hemlock Creek subdivision is proceeding with a 5th addition. This section of the subdivision is slated to continue through land in Lawrence, extending across the municipal boundary, involving 13 acres in Hobart (28 homes in Hobart), or half within Lawrence and half within Hobart. As the Village is unable to serve the development with water they have requested service from Lawrence. Wetzel stated he understands that under the terms of the Water Purchase Agreement, the Central Brown County Water Authority is required to give their approval.

Manager Vaclavik added he is not aware of the terms of the agreement between Hobart and Green Bay Water which could set conditions for service, however,

indicated he did not suspect any problem with the Authority. If Board approved, the CBCWA would bill the Town of Lawrence at the current rate for water passing through the Town master meter as is done now, allowing the Town to charge any rate that is PSC allowed.

Ledgeview representative, Randy Trembl stated that the developer (Steve Seidl) is well known to the Town and he would like to see if this request can be accommodated.

Mr. Delo stated DePere has some concerns although recognize that contractual language does allow this request. Although they do not have an objection to the site and Hobart being served, they would strongly oppose sales to any De Pere future growth areas. He pointed out that Hobart chose not to join the Water Authority.

Administrative Actions and Reports:

1. **Request from the Town of Lawrence to approve Service to Residents in a Proposed Hemlock Creek Subdivision Expansion partially outside the Town's Borders:** (See above for discussion – No Action)

2. **Strategic Plan Update – Contract Proposal from David Yeghiain:**
A Contract Proposal from David Yeghiain was provided to Board members to assist with Strategic Planning. Yeghiain suggests two 4-hour sessions with the possibility of a third should it be needed. Cost will be between \$9,500 and \$11,500 (plus \$600-\$900 should a 3rd session be requested). This compares to the total cost of \$14,000 for prior effort. (See objectives, process, and deliverables of the Strategic Plan as provided in a handout to members.)

Mr. Trembl asked for a definition of succession planning, explained as a decision as to just what the Authority wants for its future with respect to management. Ms. Gorall asked about hiring a firm to aide in the process, and Mr. Delo indicated the first step would be to decide the criteria they are looking for. He also addressed records management and storage, indicating he has provided records to the Wisconsin Historical Society.

**Motion made by De Pere, seconded by Ledgeview to approve the Contract Proposal from David Yeghiain regarding Development of a Strategic Plan.
MOTION UNANIMOUSLY APPROVED**

3. **Emergency Services Evaluation Proposal from AECOM regarding Potential Interconnection with Green Bay Water:**

The Emergency Services Evaluation Proposal from AECOM was reviewed which is for the purpose of a study to evaluate the capacity of the Green Bay Water Utility (GBWU) system to provide water to the CBCWA. In addition to a letter from the CBCWA providing the overall objective for the study are figures that illustrate the potential connection points and the required water flow between the two water systems.

Tasks of the study will be to update the Existing Water System Model and to perform a Water System Evaluation. At the end of the task study, AECOM will prepare a draft of the results, present the results to the GBWU and the CBCWA, and lastly will prepare a final report. AECOM's estimated fee is \$20,000 to \$25,000 based on time and materials.

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A letter to Nancy Quirk, General Manager of Green Bay Water, from Manager Vaclavik, was included in packet material reiterating their discussion regarding emergency service interconnection between the two entities. It was explained that evaluation will determine what is currently possible, what would be necessary to meet Authority member needs, and what ability the Authority might have to aid Green Bay Water in return.

Vaclavik noted that the cost of the evaluation will be borne by the Authority. He indicated it is also understood that both utilities would need to see appropriate benefit to move forward with any concrete projects. At this time there is a window of opportunity to develop master plans and agreements that will benefit both. The Manager has informed Green Bay that demand estimates have been modified since their last discussion based on new projections from members, option #1 assuming a 2030 average day demand, and option #2 assuming a projected maximum day demand. Both options assume the following connection points:

1. Connection at Webster & Grignon
2. Connection to Bellevue
3. Existing Lawrence-Ashwaubenon Connection

In the letter to Manager Quirk, Vaclavik questioned what their system could currently accommodate, how much capacity, if any, would be added by any system improvements currently recommended in their Master Plan, and what improvements outside of those situations would be required to meet demand. In addition, the CBCWA would like to know the maximum available capacity that could be obtained through the existing Lawrence-Ashwaubenon connection; the disconnected emergency interconnect between the Authority and the Village of Hobart; and what capacity Green Bay Water has or is planning that could serve the Village of Howard directly.

The Manager stated he is aware that at some point there will need to be discussion regarding treatment capacity, understanding that any physical improvements will be part of long-range capital plans. He stated that due to proximity to the Green Bay system, it is possible that Allouez and Bellevue may be interested in separate agreements even if interconnects for the entire Authority prove to be impractical.

Mr. Delo had questions related to approval by the PSC of a potential agreement between the Authority and the City of Green Bay for emergency services, noting that the advantage will be the elimination of wells.

Motion made by Lawrence, seconded by DePere to approve the Emergency Services Evaluation Proposal from AECOM regarding Potential Interconnection with Green Bay Water.

MOTION UNANIMOUSLY APPROVED

4. Potential Revisions to the “Take or Pay” Requirements in the Water Purchase and Sale Agreement:

Potential revisions to the “Take or Pay” Requirements were provided in the Manager’s Report for each member community as well as 2016 actual volumes and 2018 projections. Vaclavik pointed out that the reduction in consumption for the Village of Howard is bringing them close to their limit. As the stated intention by the Board was that requirements be reviewed and updated periodically, the Manager recommended, with Board concurrence, that that process begin now.

5. 2018 Preliminary Budget:

The Manager indicated that budget numbers have been run. He is waiting for the finishing of text and tables for the formal document. He explained that the budget reflects a deduction in total expenditures of approximately \$40,000, with user fee revenues anticipated to increase by 0.48%. A review of the final draft will be scheduled for the September Board meeting. Vaclavik also addressed debt service, security fund, refinancing, etc.

Mr. Delo requested data related to the decrease in water sales even though growth is occurring within communities. He asked for information related to trends over the last years.

6. Offer to Purchase Surplus Property:

The Manager explained that David & Nora Cappelle are interested in purchasing the property located on the northeast corner of Heritage Road and Plantation Court in the Town of Ledgeview. This property was purchased by the Authority to place the pressure reducing valve vault. Based on the appraisal, they are offering \$50,000 for the parcel, although are willing to negotiate.

Motion made by DePere, seconded by Allouez to approve the Offer to Purchase Surplus Property located at the northeast corner of Heritage Road and Plantation Court in the Town of Ledgeview.

MOTION UNANIMOUSLY APPROVED

7. 10-Year Service Anniversary Preparations:

The Manager indicated that to celebrate the 10-Year Anniversary of the CBCWA, a number of events are being planned, one being a video that can be broadcast on local cable access channels and maintained on the website. A summary of proposed events will be provided by Cole Buergi of Leonard & Finco during the month of September.

Mr. Delo asked if there has been any thought to having State Legislators involved in addition to area elected officials, noting that, if so, a Monday through Friday would need to be considered.

8. **Financial Reports**

The Manger reported that overall financials are on track and are well ahead of schedule on interest and money market funds toward next year's budget.

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

9. **Pay Authorizations: Vouchers**

Monthly pay authorizations were presented and highlighted by Manager Vaclavik and recommended for payment.

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

Technical Committee Recommendations:

No Action

Project Update and Status Reports:

1. **Engineer's Report:**

Mr. Rosenbeck highlighted engineering activities since the last reporting period:

- Water use averages since 2012 have been identified and will be used for projections moving forward. Delo stated it would be interesting, if it was possible, to isolate residential/commercial/manufacturing use, understanding this is difficult.
- Design work has started on the Hobart pumping station bypass beginning with confirmation of existing test data.
- Potential additional interconnections are being identified.
- DNR compliance
- Progress is being made on the operations optimization project and a draft report has been submitted to the Technical Committee. Known projects have been incorporated into the 2017 CIP. Design work has started on the Hobart pumping station bypass beginning with confirmation of existing test data.

2. **Manager's Report:**

The Manager reported that he and President Burdette will attend a meeting with Green Bay Water on September 14th, highlighting possible items of discussion, one being the possibility of expanding on the Cityworks license with Green Bay Water to create a regional effort.

Other items from the Manager's written report include the following:

- **Suamico** – Suamico has chosen to maintain local control and remain on their well system.
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- **Amendment #8** – Agreements as being reviewed with recommendations from Attorney Kobza in September.
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- **CDM Smith Valve Replacement Protocol** – A proposal has been received from Dan Lau at CDM Smith which has been forwarded to MPU for their review and comment.

- **Water Consumption Report** – The report through the end of July shows a discrepancy in the Howard meter reading from their Village-owned check meter. At this time, they are conducting an additional meter test.
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- **MPU Issues:**
- 1) **Replacement of CMF Plant Capacity at MPU** – The Authority has been notified, as per contract, that MPU plans to replace their membrane filtration system by 2020. A meeting is required to be scheduled within 60 days to ask questions and discuss their plans.
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- 2) **Finished Water Master Meter** – This meter remains inaccurate at low flow rates and varies when different pumps are operational. As of yet, no fix has been proposed.
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- 3) **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 with who is obligated to pay for the work.

Old Business: None

New Business:

1. Set Date for Special Board Meeting – Thursday, August 24 at 2 p.m.

Next Meeting:

Suggested Agenda Items for next meeting on September 27, 2017.

Adjourn:

Motion made by DePere, seconded by Bellevue to adjourn at 4:10 p.m.

MOTION UNANIMOUSLY APPROVED

Respectfully submitted,

Rae G. Knippel
Transcription