

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, November 16, 2016 at the DePere City Hall, 2nd Floor, 335 South Broadway, De Pere, WI

Present: Bellevue-Gorall, De Pere-Delo, Howard-Farr, Lawrence-Tremel,
Ledgeview-Burdette
Excused: Allouez
Also Present: Dave Vaclavik-Manager

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 Howard, seconded by Bellevue to approve the agenda.

MOTION UNANIMOUSLY APPROVED

Approval of Minutes:

Approve Minutes: October 26, 2016

Motion made by Lawrence, seconded by Howard to approve the minutes as presented.

Ayes: Bellevue, De Pere, Howard, Lawrence

Abstain: Ledgeview (not present at meeting)

MOTION APPROVED

Public Comment: None

Appearances:

1. **Sue Schinkten, Schinkten Design regarding Logo Design:**
Ms. Schinkten presented six different logo design options for review and discussion. Comments ranged from color, vertical/horizontal design, with 8B being the choice as it represents all six communities, has good color, and looks professional. There was a request for a Letterhead Design by President Burdette.

Administrative Actions and Reports:

1. **Logo Design Discussion and Consideration:**

Motion made by Bellevue, seconded by Howard to approve Design 8B, with modifications, of the Logo Designs presented for the Central Brown County Authority by Schinkten Design. MOTION UNANIMOUSLY APPROVED

2. Consideration of Contract with Baker Tilly for Audit Services for Calendar Years 2016-2018:

The Manager reported that Baker Tilly has submitted an engagement letter for audit services for the years 2016-2018 in the amounts of \$12,600, \$12,800, and \$13,000 respectively (copy provided to Board members). As Baker Tilly has continued to provide the Authority with superior service, the recommendation was for approval. It was confirmed that the only change to the agreement is the price.

Motion made by Lawrence, seconded by Bellevue to approve the Contract with Baker Tilly for Audit Services for Calendar Years 2016-2018 in the amount of \$12,600, \$12,800, and \$13,000 respectively.
MOTION UNANIMOUSLY APPROVED

3. Preliminary Discussion regarding Amendments to Water Purchase Agreement and other Governing Documents:

The Manager reported that he has been reviewing preliminary language related to amendments to the Water Purchase Agreement and other documents drafted by Attorney Lawrie Kobza and plans to have a completed draft to the Board by the December meeting. In preparation, Vaclavik stated he has prepared an impact analysis of the proposed changes as they relate to member rates and budget. As has been discussed previously, the proposed will result in differential rates but has the potential to generate substantially more revenue over a long term period. The Manager provided worksheets to be reviewed.

Mr. Delo had questions related to guarantee, indicating he would like to see this item addressed in the amendment language.

4. Financial Reports:

Financial reports through October were presented for review.

Motion made by De Pere, seconded by Ledgeview to approve Financial Reports as presented. MOTION UNANIMOUSLY APPROVED

5. Pay Authorizations: Vouchers:

A final update voucher list was presented for Board review, with the addition of an invoice from MPU.

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

Technical Committee Recommendations:

1. No Action – Meeting was Cancelled

The Manager reported that the Technical Committee did not meet in October due to a lack of action items on the agenda. Since then, the Manager stated he has received information from MPU regarding metering difficulties at the finished

water pumping station at the water plant. He understands the meter does not read accurately at the new lower daytime flow rate. He has asked Rob Michaelson to follow-up with Badger Meter as to any promised flow ranges at the time of purchase, however, opines that it is more likely that it is an error in judgment by the former design engineer in preparing for specifications. Given the approximately 10% error in flow measurement, the Manager stated he has authorized Michaelson to pursue necessary modifications at an estimated cost of \$1,694.75.

Board member Treml asked for clarification on the method for calculating adjustment as set forth by the PSC. He also had questions related to flow and necessity of changing pumps.

Project Update and Status Reports:

1. Engineer's Report:

- **Master Plan** – McMahan has started this project and is scheduled to finish this fall in conjunction with the Green Bay Water Master Plan. He and McMahan engineers have met with Green Bay Water's consultant and are awaiting feedback from the utility.

2. Manager's Report:

The Manger highlighted the following activities during the last reporting period:

- **Budget** – Board members were provided with the final budget document including Capital Improvement Program Amendments as approved at the October Board meeting.
- **Suamico** – Indications from Suamico are that their consideration process will be protracted. He does not anticipate any action this year. Mr. Farr agreed with this, stating that although the Authority is still a contender, Suamico has made a large investment in groundwater.
- **Green Bay Water** – A follow-up meeting is scheduled with Nancy Quirk on November 17th to review and discuss the process of moving forward.
- **Strategic Plan** – The Manager indicated he has started work on the Municipal Cooperation/Collaboration portion of the Strategic Plan and has presented such to the Technical Committee. He plans to formalize the request and clarify specific information needs before their next meeting.
- **Website** - Updates to the website are under progress and anticipated for completion soon.

Old Business:

1. None

New Business:

1. None

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Next Meeting:

Suggested Agenda Items for next meeting on December 21, 2016
(Note: Meeting will start at 1:30 p.m. to review Strategic Plan Status with David Yeghiaian).

Adjourn:

**Motion made by De Pere, seconded by Lawrence to adjourn at 3:47 p.m.
MOTION UNANIMOUSLY APPROVED**

Respectfully submitted,

Rae G. Knippel
Transcription