

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 29, 2017 at the DePere City Hall, 2nd Floor Riverview Conference Room, 335 South Broadway, DePere, WI

Present: Allouez-Green, Bellevue-Gorall, DePere-Delo,
Howard-Farr, Lawrence-Treml, Ledgeview-Burdette
Also Present: Dave Vaclavik-Manager
David Yeghiaian
Attorney Lawrie Kobza

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 DePere to approve the agenda.

MOTION UNANIMOUSLY APPROVED

Approval of Minutes:

Approve Minutes: October 25, 2017

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

MOTION UNANIMOUSLY APPROVED

Public Comment: None Scheduled

Appearances:

1. **David Yeghiaian to discuss the Draft CBCWA 2017-2020 Strategic Plan:**
A copy of the Strategic Plan was provided to members in packet material. Mr. Yeghiaian reviewed the goals of the plan which include Expansion, Infrastructure & Maintenance, Collaboration & Cooperation, Training & Education, and Value.

Expansion Strategies & Tasks:

1. Update and Revise the MPU Agreement (or submit paperwork to contest the Agreement by 3-31-2018).
2. Continue discussions with Green Bay Water Utility to develop an RFQ for collaborative agreements, including mutual back-up/emergency service agreement and any/all other items which make sense for joint collaboration. *(Vaclavik stated this concept has been presented to the Water Commission who have indicated no issues.)*

3. Create a simple, but formal process to evaluate and handle new community requests while respecting rural sprawl concerns – specifically the ability to evaluate opportunities on a case-by-case basis. Completed by 3-31-2018.
4. Create Public Relations/Marketing Plan focused on trust and transparency to engage more people to use more water. Plan created by 11-30-2018. *(Mr. Delo asked if the marketing plan is to gain additional customers or rather to explain who the Authority is. Yeghiaian indicated both are goals.)*

Infrastructure and Maintenance Strategies & Tasks:

1. Participate in Green Bay Water Utility's Master Plan and Strategic Plan processes as they occur.
2. Based on Master Plan and dependent upon Green Bay Utility discussions, create Asset Evaluation Management Plan by 11-30-2018.

Collaboration & Cooperation:

1. Create RFQ, interview and hire consultant to work with CBCWA members to evaluate and prioritize items for collaboration based on savings, need/want, and other factors.
2. Implement consultant priorities and best-practice elements into CBCWA members by 12-31-2020 and possibly beyond.
3. Based on prioritization and implementation of CBCWA and GBWU collaboration efforts, begin discussions with other regional entities (MPU etc.) on items to collaborate related to joint purchasing and shared services. This should be an evaluation of feasibility and ROI with a goal to achieve efficiency and keep costs low.

Training and Education:

1. Utilize Orientation and Onboarding Manual with new Board members as appointed and review annually with current board members (each October).
2. Create Succession Plan for Manager.

Value:

1. Refinance in 2024.
2. Pay off existing debt by 12/31/2034.
3. Evaluate/review grant opportunities and take advantage of grant dollars.
4. Develop Capital Plan and financing for projects resulting from GBWU collaboration and/or other regionalization efforts by 6-30-2022

When asked if the timeline appears realistic, Mr. Delo stated he finds it aggressive, particularly in relation to Green Bay. The Manager noted that after finding a consultant, the timeline should stretch.

Administrative Actions and Reports:

1. **Strategic Plan Consideration:**
Motion made by Allouez, seconded by DePere to accept the Strategic Plan as presented. MOTION UNANIMOUSLY APPROVED

2. **Financial Reports:**

The Manager pointed out that the Workers Comp Insurance line item was incorrectly shown in the October report, much of which belonged in general liability. In addition, the Property Insurance value in the 2017 line item reflects a zero balance in 2016. Due to billing issues, both the 2016 and 2017 insurance payments were made in 2017. Other items are on track as per a recent meeting with the Johnson Bank Investment Group.

Motion made by Lawrence, second by Howard to approve Financial Report as presented. MOTION UNANIMOUSLY APPROVED

3. **Pay Authorizations:**

Manager Vaclavik pointed out the initial payment to the Green Bay Water Utility in the amount of \$3,419.89 for an engineer's report. Other items highlighted included payment to Digger's Hotline, Alberts & Heling CPA's, etc.

Motion made by Lawrence, seconded by Bellevue to approve. MOTION UNANIMOUSLY APPROVED

Technical Committee Recommendations:

1. **Proposal from McMahon, Inc. for engineering services related to 48" pipe repair material acquisition be approved in an amount not to exceed \$18,000 and a request that McMahon provide a proposal to develop a plan to install the valve and internally inspect a section of pipeline in a future capital budget.**

The Manager explained that the proposal from CDM Smith was deemed to be excessively costly (\$41,230) and was rejected by the Board on the advice of the Technical Committee at the last Board meeting. The proposal from McMahon, Inc. is significantly lower at a not to exceed amount of \$18,000. The Manager indicated that the Technical Committee discussed this item and recommend acceptance of the proposal from McMahon for engineering services related to the 48" pipe repair material acquisition.

In addition to the services related to the purchase of the repair items, the Technical Committee has requested a proposal from McMahon for services related to the selection of a test section of pipeline, replacement of a valve and internal inspection. The section selection would be directed toward an area of greatest concern yet to be determined.

The Manager indicated purchase would be considered as an "insurance policy". He noted that the issue with the 48" steel is that it not known what is going on inside the pipe and with time it may fail. If a liner is lost, he stated there could be a disaster that would cause substantial damage that would be more expensive to fix than to pay for a planned outage and replacement.

Delo stated he was not in support considering the age of the system, indicating he would like further analysis which would provide a sound recommendation.

Motion made by Tremi, seconded by Howard to accept the proposal from McMahon, Inc. for engineering services related to 48” pipe repair material acquisition be approved in an amount not to exceed \$18,000 and a request that McMahon provide a proposal to develop a plan to install the valve and internally inspect a section of pipeline in a future capital budget.
MOTION UNANIMOUSLY APPROVED

Project Update and Status Reports:

1. **Engineer’s Report:**

Mr. Vaclavik reported that approvals have been received from the DNR for bidding the Hobart Bypass in December.

2. **Manager’s Report:**

Manager Vaclavik highlighted the following activities during the last reporting period:

- **Cityworks Presentation** – Green Bay Water hosted a meeting on 11/2/2016 to review Cityworks and its applications with members and other area communities. Due to conflict with the State APWA meeting, a number of our members did not attend. The Manager indicated that he will attempt to arrange a follow-up meeting at a future Technical committee meeting.
- **Succession Planning** – The Manager is working on a job description and advertisement for a new Manager which he will present at the December Board meeting.
- **Collaboration RFQ** - The Manager is working on an RFQ document in hopes of having a draft reading for the December board meeting with a final in January. Nancy Quirk has discussed this matter with the Green Bay Water Commission and has had no objection. He will be working on the RFQ with Ms. Quirk anticipating that cost allocation issues will need to be resolved as the RFQ turns into a contract.
- **Amendment #8** – The Manager stated he has been reviewing the existing agreements and will be making recommendations to Attorney Kobza. Such recommendations will be presented at the December Board meeting and will include any Board action related to minimum take or pay requirements.
- **Replacement of CMF Plant Capacity at MPU** – MPU intends to replace their membrane filtration system by 2020. By contract, the Manager scheduled a meeting was scheduled with President Burdette, Gary Rosenbeck and himself to include a Power Point presentation in which MPU explained their logic and plans. The Manager expects that further discussion will need to occur, likely in conjunction with contract negotiations.
- **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.

- **MPU HVAC and Pump Optimization** – MPU has received bids for review 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.
- **MPU Contract** – A formal response has been received to our letter from MPU. Our planned meeting has been cancelled. A response will be discussed in Closed Session (below) with Attorney Kobza and Christine McMaster from Trilogy Consulting.
- **Emergency Interconnect** – A preliminary report has been received from AECOM and a subsequent conference call has been held. Additional information has been requested and a final report is expected before the end of the year.
- **Collaboration** – The Manager has working with Green Bay Water Manager, Nancy Quirk, on the development of an RFQ as per the Strategic Plan discussions.

Old Business: None

New Business: - None

Closed Session:

The Board may go into Closed Session to discuss pending contract negotiations with Manitowoc Public Utilities pursuant to Wisconsin State Statute 19.85 (1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a Closed session. The Board will then reconvene back into open session.

1) **Action, if any resulting from Closed Session.**

Motion made by DePere, seconded by Howard to enter into Closed Session.

Roll Call: All Present

MOTION UNANIMOUSLY APPROVED

Motion made by Lawrence, seconded by Howard to return to regular order of business. Roll Call: All Present.

MOTION UNANIMOUSLY APPROVED

Next Meeting:

Suggested Agenda Items for next meeting on December 20, 2017.

Adjourn:

Motion made by DePere, seconded by Howard to adjourn at 4:50 p.m.

MOTION UNANIMOUSLY APPROVED

Central Brown County Water Authority
November 29, 2017

Respectfully submitted,

Rae G. Knippel
Transcription