

**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, December 20, 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-Green, Bellevue-Gorall, DePere-Delo,  
Howard-Farr, Lawrence-Treml, Ledgeview-Burdette  
**Also Present:** Dave Vaclavik-Manager  
Don Voogt – McMahon, Inc.  
Wetzel of Lawrence

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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 Howard to approve the agenda.**

**MOTION UNANIMOUSLY APPROVED**

**Approval of Minutes:**

Approve Minutes: November 29, 2017

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

**MOTION UNANIMOUSLY APPROVED**

**Public Comment:** None Scheduled

**Appearances:**

**Administrative Actions and Reports:**

1. **RFQ for Consulting Services Related to Strategic Plan Implementation:**  
The Manager reported that he is working with Nancy Quirk on an RFQ document. He plans to distribute it within the next week for review at the January Board meeting.
  
2. **Approval of Job Description and Authorization to Advertise for CBCWA Manager:**  
The Manager provided Board members with a draft job description for his position upon retirement.

Discussion regarding the position being part-time resulted in Ms. Gorall opining that it would be difficult to hire a qualified individual. Mr. Delo, however, was fine with the part-time hours, suggesting they pursue an individual that is retired.

Mr. Trembl questioned whether there would be a substantial pool of individuals in this category. Delo indicated there should be several that are qualified, naming a few that he was aware of. President Burdette suggested raising the hours to 32 hours per week. At this time the position is salaried and benefits include membership in the Wisconsin Retirement System (WRS) and paid vacation. Delo pointed out that if a retired individual is hired, membership in the WRS would not be necessary.

Delo opined that it would be adequate to advertise a 20 to 32 hour salaried position. When first created, the intent was to be flexible. Manager Vaclavik noted he began as a 20 hour a week consultant which then increased to 24 and ultimately to 32 hours. Delo suggested beginning at 20 hours and increasing if needed.

Mr. Trembl asked if less hours will affect plans for the future, such as relate to strategic growth and negotiations with Manitowoc. Gorall also noted that Manager Vaclavik has been involved with administrative tasks which may not get done in 20 hours a week. Delo suggested either 20 or 40 hours per week, preferring to begin on the lower end. Mr. Farr said he was uncomfortable with 20.

Mr. Vaclavik agreed that strategic planning may require more hours as it is an all encompassing task. He stated he may be aware of individuals who would apply if the position was full-time with full benefits.

After extensive discussion, an agreement was made for 32-40 hours per week. Other aspects of the job description related to background of the Authority and its relationship with the Board, the strategic plan component, salary and benefits, position requirements, specific duties were review. Applications will go to the attention of the President.

Several suggestions for advertising were made by the Manager including. AWWA, online services, Facebook etc. The goal is to have someone in place by mid-April. Delo suggested that audiences be targeted which include female and minorities.

**Motion made by Lawrence, seconded by Ledgeview to proceed with advertising for a Central Brown County Water Authority Manager.  
MOTION UNANIMOUSLY APPROVED**

3. **Meeting Schedule for 2018:**

A meeting schedule for 2018 was provided to Board members. Meetings will continue to be held on the 4th Wednesday of the month at 3 p.m. unless otherwise noted.

4. **Financial Reports:**

The Manager indicated that financial reports are not available as the QuickBooks system has been malfunctioning. The error has been reported and is being addressed. Financial reports will be issued as soon as possible. No Action

5. **Pay Authorizations:**

The Manager highlighted the following vouchers from the December list:  
Brown County Treasurer - stormwater charges  
Green Bay Water Utility - study.  
Leonard & Finco - associated with video that is being produced.

**Motion made by Lawrence, seconded by Allouez to approve vouchers as presented. MOTION UNANIMOUSLY APPROVED**

**Technical Committee Recommendations:**

1. **Recommendation to approve proposal from McMahon, Inc. in an amount not to exceed \$7,500 to determine the most appropriate location to replace a 48" valve; to estimate the cost (engineering and implementation) of installation and to inspection the pipe on each side of the valve; and to issue a recommendation as to whether and when to include the project in a future CIP.**

The Manager reported that the proposal from McMahon outlines the next steps that could be taken to develop a plan for implementation of an emergency repair procedure on the 48" pipe-line as discussed by the Technical Committee. The recommendation of the Technical Committee was to approve the proposal not to exceed \$7,500 and to issue a recommendation to include the project in a future CIP.

Mr. Trembl stated he would like to see a summary of pros and cons related to benefits, why this is a good idea as it could lead to a million dollars and could lead to shutting down the line. He stated he recently learned it could involve putting in access for the future which he had not heard of before.

The Manager agreed this is a judgment based on limited information explaining the process and risks. Mr. Delo asked if liability has been identified stating he would be more comfortable knowing that before moving forward.

**Motion made by DePere, seconded by Lawrence to deny the recommendation of the Technical Committee to approve the proposal from McMahon, Inc. in an amount not to exceed \$7,500 to determine the most appropriate location to replace.**  
**MOTION UNANIMOUSLY APPROVED**

2. **Recommendation to accept Preferred Controls Quotation in the amount of \$76,740 for PLC Upgrading and Programming subject to review by the attorney.**

The Manager reported that he has discussed this item with Attorney Kobza who believes it needs to be looked at in more depth. Therefore, he recommends holding until the January Board meeting. No Action.

**Project Update and Status Reports:**

1. **Engineer's Report:**

- **Operations Optimization** - Mr. Voogt reported that McMahon is progressing on the operations optimization and a draft report has been submitted to the Technical Committee. Known projects have been incorporated into the 2018 CIP. Design for the Hobart pumping station bypass has been approved by the DNR.
- **Master Plan** – McMahon has started this project and is working on a member interconnect study.
- **Automatic Chlorine Shutoff** – The current chlorine systems were constructed under an old code and do not include automatic shutoff systems. Any modifications will require upgrading. Since this impacts all stations, the Technical Committee is investigating the possibility of a joint project to be run through the Water Authority. As members have chlorine systems not a part of the CBCWA system, there will be discussion at the next technical Committee meeting about expanding the project and allowing members to participate in a unified bid process.

2. **Manager's Report:**

The Manager highlighted items from his written report including the following:

- **Audit** – The process of collecting information for the audit has started.
- **Amendment #8** – The Manager has been reviewing existing agreements and will be making recommendations to attorney Kobza. They will include any Board action related to minimum take or pay requirements.
- **MPU Pending Issues**
  - o **Replacement of CMF Plant Capacity at MPU** – MPU intends to replace their membrane filtration system by 2020. By contract, a meeting was scheduled with President Burdette, Gary Rosenbeck, and the Manager attending. A Power Point Presentation was made in which MPU explained their logic and plans. The Manager is working on a response to go out in early January.
  - o **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. The Manager stated he has drafted a letter to MPU that is currently under review by Attorney Kobza.
  - o **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.
  - o **MPU Contract** – A formal response has been received from MPU to a communication from the Authority regarding this matter. A planned

meeting was canceled and the Manager has since drafted a letter with feedback from Attorney Kobza.

**Green Bay Water**

- o **Emergency Interconnect** – A preliminary report has been received from AECOM and a subsequent conference call held. Additional information has been requested. The Manager indicated that he was encouraged by the draft report and looks forward to the final.

**Old Business:** None

**New Business:**

1. **Election of 2018 Officers:**

**Motion made by DePere, seconded by Bellevue to nominate Sarah Burdette as President of the Central Brown County Water Authority.**

**Nominations Closed. Sarah Burdette elected by unanimous ballot.**

**Motion made by DePere, seconded by Ledgeview to nominate Geoff Farr as Vice-President of the Central Brown County Water Authority.**

**Nominations Closed. Geoff Farr elected by unanimous ballot.**

**Motion made by DePere, seconded by Ledgeview to nominate Randy Tremi as Secretary/Treasurer Central Brown County Water Authority.**

**Nominations Closed. Randy Tremi elected by unanimous ballot.**

**Closed Session:**

**The Board may go into Closed Session to pursuant to Wisconsin State Statute 19.85 (1) ( c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and/or to discuss contract negotiations with Manitowoc Public Utilities pursuant to 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.**

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

**Roll Call: All Present**

**MOTION UNANIMOUSLY APPROVED**

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

**MOTION UNANIMOUSLY APPROVED**

1. **Resolution to increase pay of Authority Manager by 2% for 2018:**

**Motion made by DePere, seconded by Lawrence to approve.**

**MOTION UNANIMOUSLY APPROVED**

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2. **Other Action resulting from Closed Session: None**

**Next Meeting:**

Suggested Agenda Items for next meeting on January 31, 2018.

**Adjourn:**

**Motion made by DePere, seconded by Howard to adjourn at 4:33 p.m.**

**MOTION UNANIMOUSLY APPROVED**

Respectfully submitted,

Rae G. Knippel  
Transcription