

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 21, 2016 at the DePere City Hall, 2nd Floor, 335 South Broadway, DePere, WI

Present: Bellevue-Balke, DePere-Delo, Lawrence-TremI, Ledgeview-Pansier
Excused: Allouez, Howard
Also Present: Dave Vaclavik-Manager
David Yeghiaian

The meeting was called to order by President Sarah Burdette at 1:30 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 Lawrence to approve the agenda.

MOTION UNANIMOUSLY APPROVED

Approval of Minutes:

Approve Minutes: November 16, 2016

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

MOTION UNANIMOUSLY APPROVED

Public Comment: None

Appearances:

1. **David Yeghiaian (will participate in Strategic Plan discussion)**

Goals of the Strategic Plan were reviewed and updated beginning with the following:

Emergency Connections – Green Bay Water – Green Bay has expressed concerns related to just what the Authority wants and have concerns regarding trust, asking for a letter to address these issues. A draft of such letter was provided to Board members for their review, pointing out goals of the Master Plan and expressing cooperation on the part of the Authority.

Mr. TremI suggested the creation of a sub-committee to discuss issues that Green Bay has in moving forward. Mr. Yeghiaian agreed this would help in showing Green Bay that the Authority wants to work together cooperatively.

Process of Enrolling New Members – Attorney Kobza is working on criteria to present for Board review.

The Manager reported that he has met with Denmark who at this time is not interested in joining as an Authority member. He will continue to contact them bi-annually.

Other items highlighted include:

GBWU Master Plan – The Authority has been working with Green Bay to develop a mutually beneficial consensus on whether and how to proceed.

Optimization Study – This project has seen substantial work to date and a report is being produced. Work accomplished on the study formed the basis for the 2017 CIP.

Asset Management – Work on a plan for the CBCWA will begin in 2017.

PR/Marketing Plan – A complete revamping of the website is underway. The Technical Committee will be taking a “first look” at their January meeting. 2017 will mark 10 years of continuous service for the Authority and may serve as a partial basis for increased PR efforts. A new “cool” logo is complete and has been Board approved.

Collaboration and Cooperation

The Manager indicated that Tasks 1,2,4,5, & 6 are interrelated and could be best accomplished through a comprehensive analysis performed by a competent management consulting firm. As so many of the members have interrelated Public Works/Utility staff, it is particularly difficult to evaluate collaboration and consolidation alternatives without considering the impact and consequences on non-water services. An information request has been sent to each member community with an expected return date in late January. Results will be reviewed by the Technical Committee. Focus will be on Task 4 with some effort on Task #5.

Task #1 – Research Best Practice Models

Task #2 – Implement Best Practices

Task #4 – Collaboration Priorities (See above)

Task #5 – Regional Collaboration – (The Manager indicated that Green Bay Water now provides billing services to the City of DePere. A meeting with them has been held to discuss the use of Citiworks for asset management. The Manager suggested that Green Bay be asked to conduct a formal presentation to the Authority, MPU, and Appleton in the first part of 2017. A discount would be available if an agreement can be reached.

Task #6 – Evaluate Creation of a Regional Water Authority

Also highlighted were the following:

Operating Principles – Have been completed and will be reviewed annually.

Orientation and On-Board Processes – Partial completion of a reference manual is awaiting comment.

Succession Planning – The Manager is tentatively planning retirement in the second quarter of 2019. At this point, focus has been on records management.

Succession planning will be dependent on the status of the CBCWA and its plans for the future. Review of the Strategic Plan and establishment of future goals will define what the authority will need in a new manager. It is suggested that this process be scheduled with a completion date of mid-2018. Possible management alternatives include retaining a new manager, takeover of management responsibilities by a current member, or contracting with a consultant.

Value

Task #1 - Financial Management and Refinancing – All banking and investments have been moved to Johnson Bank.

Task #2 - Debt Free in 2034 – Barring any unforeseen debt issuance this will happen as existing bonds are retired.

Task #3 - Evaluate Grant Opportunities – At this time, the CBCWA is eligible for Safe Drinking Water Loan financing. The Manager indicated he will continue to observe “Flint – Related” legislation for opportunities that will benefit the membership.

In addition to other comments, Mr. Yeghiaian stated that the plan appears to be well planned and good for the future of the Authority. Other members concurred that the Strategic Plan is a valuable tool.

Administrative Actions and Reports:

1. Strategic Plan Discussion and Update:

See Above under Appearances – David Yeghiaian

2. Meeting schedule for 2017:

The meeting schedule for 2017 was distributed to Authority members. Board meetings will be held on the 4th Wednesday, unless otherwise noted (November/December). Technical Committee meetings will be held on the Tuesday two weeks prior to the Board meeting except in December.

3. Financial Reports:

Highlights of the Profit & Loss Statement and other financial reports were reported by Manager Vaclavik, along with details of bond payments and interest payments. A 2017 audit will be conducted on-site with Karen Simons during March or April. True-up charge calculations will be ready by the February meeting.

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

4. Pay Authorizations: Vouchers:

A revised voucher list was distributed to members, specifically pointing out payment of an annual fee to Wealth Management for the processing of bond payments, one to the Brown County Treasurer for the annual stormwater utility assessment for two properties, along with one to Diggers Hotline.

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

Technical Committee Recommendations:

1. McMahon Task Orders for 2017 CIP:

- a. Task Order # 23 - Engineering for VFDs or VFD Transfer Switch at the MPU FWPS in an amount not to exceed \$25,500. *Note that this project does not include construction services as it is listed as a tentative project in the 2017 CIP.*

Project Description - The Manitowoc Public Utilities (MPU) currently operates with four pumping systems. Current operational strategy and customer water demand requires the use of Pump 1 during On Peak power periods and Pump 3 during Off Peak power periods. Pump 3 has operated on a nearly 24-hour/day basis since system operation began in 2007, and currently logged more than 80,000 operational hours; suggesting the time for replacement or repair. The use of Pump 2 or pump 4, operating without a FVD, is not desirable as flow control can only be accomplished with passing of excess flow back to the reservoir; thereby wasting energy. The current operational strategy suggests implementation of a pumping energy reduction plan, suggesting the need for continued use of 8 mgd pumps with a VFD.

- b. Task Order # 24 - Engineering for HVAC Modifications at FWPS in an amount not to exceed \$10,000.

Project Description - Non-pumping house electrical loads at the Finished Water Pump Station (FWPS) approach 1-million kilowatt-hours (kWh) per year. An investigation into this excessive energy consumption pointed to the Heating, Ventilation, Air Conditioning (HVAC) system in the Pump Station. The existing HVAC system for the FWPS was evaluated, and it was determined the existing HVAC system is significantly oversized for the room that it is designed to condition. It has been recommended the existing air handling unit be replaced with a properly sized unit that would also be capable of variable capacity and energy saving modes of operation. This project will consist of replacing the existing 25,200 cfm, 75-ton rooftop air handling unit with a new 11,000 cfm, 30-ton unit. There is a possibility of receiving partial grant support from Focus on Energy.

- c. Task Order #25 - Engineering for Bypass Piping at Howard Booster Station in an amount not to exceed \$15,000.

Project Description – An operational test was conducted at the Howard Booster Station in September 2016 to observe downstream discharge pressure increased and the pumping system off-line. It was observed that a flow of up to 1,800-gallons per minute (gpm) was possible without pumping, which is greater than average day requirements. This project will consist of the installation of a dedicated pump system bypass line and motorized valve at the Howard Booster Station. Controls will be modified to allow operations to open the bypass line valve locally or remotely.

- d. Task Order #26 - Engineering Support for Pump Control Programming Modifications at FWPS in an amount not to exceed \$8,000.

Project Description – As a result of the construction of the new Central Water Storage Facility, and as a result of an Optimization Analysis performed on the pumping sequence at Manitowoc Public Utility (MPU) Finished Water Pump Station (FWPS), programmable Logic Controller (PLC) and Supervisory Control & Data Acquisition (SCADA) programming changes are needed at the FWPS. These changes will allow for automation of the pumping system by varying pump speed and pump starts/stops to take full advantage of lower time-of-day energy costs.

Motion made by DePere, seconded by Bellevue to approve Task Order #'s 23, 24, 25, & 26. MOTION UNANIMOUSLY APPROVED

Project Update and Status Reports:

1. Engineer's Report:

As covered above, the Manager highlighted activities of McMahon during the last reporting period, stating that the Engineer is progressing on the Operations Optimization project and a report is being drafted. Known projects have been incorporated into the 2017 CIP. Work on the Master Plan is on hold until further discussion with Green Bay Water.

2. Manager's Report:

There was no further reporting by the Manager other than what was covered at the meeting and included in his written report distributed to members.

Old Business:

1. None

New Business:

1. Election of 2017 Officers:

**Motion made by Ledgeview, seconded by DePere to appoint Geoff Farr as Vice President of the Central Brown County Water Authority.
MOTION UNANIMOUSLY APPROVED**

**Motion made by DePere, seconded by Ledgeview to appoint Randy Trembl as Secretary/Treasurer of the Central Brown County Water Authority.
MOTION UNANIMOUSLY APPROVED**

**Motion made by DePere, seconded by Lawrence to appoint Mark Pansier as an Alternate on the Central Brown County Water Authority for Ledgeview.
MOTION UNANIMOUSLY APPROVED**

Closed Session:

The Board may go into Closed Session to discuss the Manager's performance and employment contract 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. The Board will then reconvene into Open Session.

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

Roll Call: Present – Bellevue, DePere, Lawrence, Ledgeview

Excused: Allouez, Howard

MOTION UNANIMOUSLY APPROVED

Motion made by Lawrence, seconded by Bellevue to return to regular order of business.

Roll Call: Present – Bellevue, DePere, Lawrence, Ledgeview

Excused: Allouez, Howard

MOTION UNANIMOUSLY APPROVED

1. Resolution regarding employment contract of Authority Manager:

Motion made by DePere, seconded by Lawrence to increase the Manager's salary 2% for COLA and 1% for performance.

MOTION UNANIMOUSLY APPROVED

2. Other Action Resulting from Closed Session: None

Next Meeting:

Suggested Agenda items for Next Meeting on January 25, 2017

Adjourn:

Motion made by DePere, seconded by Lawrence to adjourn at 4:05 p.m.

MOTION UNANIMOUSLY APPROVED

Respectfully submitted,

Rae G. Knippel
Transcription