

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, April 27, 2016 at the DePere City Hall, 2nd Floor, 335 South Broadway, DePere, WI

Present: Allouez-Dennis, Bellevue-Gorall, De Pere-Delo, Howard-Farr,
Lawrence-Treml; Ledgeview-Burdette
Also Present: Dave Vaclavik-Manager
Craig Berndt-Allouez; Mayor Walsh-DePere (for closed session)
Don Voogt - McMahon

David Yeghiain will meet with the Board from approximately 1:30 to 3:00 p.m. to review strategic planning progress. The Board meeting will commence immediately thereafter.

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 as presented. MOTION UNANIMOUSLY APPROVED

Approval of Minutes:

Approve Minutes: March 23, 2016

It was noted that Bob Bartelt was the representative from Lawrence at the March 23rd meeting, not Mr. Treml.

Motion made by DePere, seconded by Allouez to approve the minutes as corrected. MOTION UNANIMOUSLY APPROVED

Public Comment: None

Appearances:

David Yeghiain – Strategic Plan Development Review and Progress Evaluation

Mr. Yeghiain explained that the Strategic Plan includes goals for the upcoming years beginning in 2016 through 2020 and beyond to include 1) Expansion, 2) Infrastructure & Maintenance, 3) Collaboration & Cooperation, 4) Training & Education, and 5) Value. Details of these five categories was provided to Board members.

- 1) Expansion
 - To create processes to strategically sell to new communities to make greater use of water capacity.
 - To update the MPU agreement by June 30 of this year.

- To begin discussions with the City of Green Bay Water Utility (GBWU) for a mutual backup/emergency service agreement.
- To develop criteria and create a process to evaluate and handle new community requests while respecting rural sprawl concerns.
- To create a draft plan to determine which communities to consider for new membership structure.
- To create "marketing" materials such as general brochure, PowerPoint presentation, etc. when meeting with new communities.

The Manager indicated that although he has made some progress on this goal, MPU has voiced concerns which will need to be addressed. Attorney Kobza is working on a formal proposal projected to be received mid-May.

2) Infrastructure & Maintenance

- To participate in GBWU's Master Plan and Strategic Plan processes as they occur.
- To create and complete a proposal for an Optimization Study by 3/31/16 with study completed by 12/15/16. The study would focus on a 30+ capital year plan to determine optimal balance of operations for all communities regarding interconnectedness, valves, water treatment, and all other long-term maintenance/infrastructure.
- To create an Asset Evaluation Management Plan by 11-30-17 based on the Master Plan.

The Manager indicated that this goal is ahead of schedule. Meetings have been held with the Green Bay Water Utility Engineer and others who are in the process of developing an expected outcome/proposal which should benefit each other.

Mr. Delo reported that DePere has worked out a merger of their billing system with Green Bay which has had a positive outcome. He expressed concern that the Optimization study will be completed in time for the 2017 budget. The Manager indicated it is planned to have the study complete by late summer.

3) Collaboration & Cooperation

- To research and prioritize other models to establish/create a CBCWA best-practice model.
- To implement key best-practice elements into CBCWA by 12/31/17.
- To create a Public Relations/Marketing Plan focused on trust and transparency to engage more people to use more water.
- To begin discussions regarding prioritization and ROI of items to collaborate with each other.
- To begin discussions with regional entities on items to collaborate related to joint purchasing and shared services.
- To consider pros/cons and determine a conceptual plan of becoming a Regional Water Authority by 12/31/18.

Manger Vaclavik stated he has been working with Leonard & Finco regarding the current website and potential updates.

- 4) Training & Education
- To create a set of “non-negotiables” (operating principles) for Board and Technical Committee by 9-30-16.
 - To create orientation and onboarding processes and materials by 6-30-17.
 - To create succession plans for Manager, Board, and Technical Committee.

The Manager indicated there are no operating principles in place at this time. There is a draft mission statement which he recommended be reviewed.

Although finding this item important, Chairman Burdette would like to see the Manager focus on new membership.

- 5) Value
- To refinance in 2024 to determine optimal balance of operations for lowest total cost.
 - To become debt-free in 2034.
 - To evaluate/review grant opportunities and take advantage of grant dollars.

(The Board moved the Closed Session on the agenda forward.)

CLOSED SESSION

The Board may go into closed session 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.

The Manager indicated that the Closed Session is related to the Village of Suamico who is investigating available sources of water supply. Atty. Kobza was available via phone.

Motion made by DePere, seconded by Lawrence to enter into closed session.

Roll Call: All Present

MOTION APPROVED

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

MOTION APPROVED

Administrative Actions and Reports:

1. 2015 Financial Statements and Audit Report:

The Manager reported that Melissa Kempen presented the 2015 audit at the last Board meeting with final documents forwarded to members for review. Documents include the mandated single audit report. Manager Vaclavik indicated that these documents will be circulated to a number of receiving agencies upon Board approval.

Motion made by DePere, seconded by Bellevue to approve the 2015 Financial Statements and Audit Report.

MOTION UNANIMOUSLY APPROVED

2. Financial Reports:

Financial Reports through March were reviewed and entries explained by the Manager including the following:

- a. The Balance Sheet includes a number of small entries which will be cleaned up in the May report.
- b. Both the P&L and the Budget vs. Actual reports show a \$58,000 automated meter charge. The Manager explained that this cost will be divided between the four participating members and will be completely offset by corresponding revenues.
- c. The Budget vs. Actual Report related to chemicals are already in excess of the budget. Vaclavik stated it is anticipated that only limited additional charges are expected as the bulk of this expense was an annual purchase of chlorine analyzer reagents for all members.

Motion made by Ledgeview, seconded by Howard to approve the Financial Report through March 2016. MOTION UNANIMOUSLY APPROVED

3. Pay Authorizations: Vouchers:

A revised voucher list was presented for review. The Manager pointed out an additional invoice from Boardman Clark.

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

Technical Committee Recommendations:

1. Pay Request from IEI in the amount of \$2,750.00:

The Manager explained that this invoice relates to Certificate for Payment #20 from IEI in regard to general construction work at the Central Water Storage Facility in the amount of \$2,750. This is partial payment for work performed through February 29, 2016.

Motion made by Howard, seconded by DePere to approve Pay Request #20 from IEI for general construction work through 2-29-16 in the amount of \$2,750.00. MOTION UNANIMOUSLY APPROVED

2. Revisions to CDM Agreement Extending Time of Completion to June 30, 2016:

Revisions to the agreement will amend the scope of work, time period of performance and payment and/or responsibilities of the Owner as follows:

- Task #3 – Develop Repair Plan Memorandum with Develop Pre-Purchased Equipment Storage Instructions;
- Task #6 – Develop Emergency Response Plan with Deflection Testing Alternatives Analysis

The time period for the performance of Engineer Services will be amended as follows:

- To extend the project completion from 3-31-14 to 6-30-16.

The Manager explained that these revisions relate to the valve replacement system and involve no additional financing.

**Motion made by DePere, seconded by Lawrence to approve the revisions to CDM Agreement Extending Time of Completion to June 30, 2016.
MOTION UNANIMOUSLY APPROVED**

3. **Authorization, subject to acceptance of final plans and specifications, to seek proposals/quotes for emergency repair materials to be added to inventory:**

The Manager explained that subject to acceptance of final plans and specifications, he will seek proposals/quotes for emergency repair materials to be added to the inventory.

**Motion made by DePere, seconded by Lawrence to approve authorization, subject to acceptance of final plans and specifications, to see, proposals/quotes for emergency repair materials to be added to inventory.
MOTION UNANIMOUSLY APPROVED**

4. **Contingent approval of Sobush Agreement, subject to approval to award contract, for site improvements and easement acquisition:**

The Manager explained that Sobush is the owner of property located along County Trunk "R" in the Village of Francis Creek. At the time the CBCWA constructed and located its pipeline, it was partially on the Sobush property instead of wholly within the right-of-way. At this time, the CBCWA is seeking an easement from Sobush for the continued operation and maintenance of the pipeline. In the meantime, Sobush has made the Authority aware of certain problems arising from the construction of the pipeline which he would like addressed before granting an easement. They include reconstruction of a drainage ditch on the his property, reimbursement of restoration costs, limited additional grading, regrading and restoration of ditch adjacent to the McArdle property, and drainage tile on the McArdle property.

**Motion made by DePere, seconded by Bellevue to authorize contingent on approval of the Sobush agreement, and subject to approval to award contract, for site improvements and easement acquisition.
MOTION UNANIMOUSLY APPROVED**

5. **Contingent authorization, subject to property owner acceptance of design plans and grant of easement, to award construction contract to Holschbach Construction in the amount of \$14,600 for site improvements at Sobush property:**

**Motion made by DePere, seconded by Howard for contingent authorization, subject to property owner acceptance of design plans and grant of easement, to award construction contract to Holschbach Construction in the amount of \$14,600 for site improvements at the Sobush property.
MOTION UNANIMOUSLY APPROVED**

Project Update and Status Reports:

1. Engineer's Report

The Manager reported for the engineer stating that work is progressing on the optimization plan and is expected to be completed by the end of summer. Other projects under completion include plans and specs at connection stations, on facility site work, at storage facilities, landscaping, etc. hopefully to be completed by the end of May.

2. Manager's Report:

Manager Vaclavik highlighted the following activities from his written report distributed to Board members:

Financial Services Proposal – The Manager reported that a preliminary proposal from MPU to provide financial services to the Authority was received. The Manager indicated it was considerably higher than anticipated resulting in a meeting with them on March 29th and again on April 25th. At that time, MPU explained that their estimate of cost has been reduced and their current plan would be to charge based on actual costs incurred. MPU currently estimates costs at \$15,000 for set up, and \$1,200-\$1,500 per month for ongoing services. Current costs total approximately \$450 per month between software and assistance provided by the Village of Bellevue. The offer from MPU includes significantly improved capabilities and a higher level of service. The Manager indicated that, if there is interest, he would schedule MPU to attend and make a presentation to the Board, and in addition, he could seek alternative proposals.

Proposal for Web Site Development and Hosting – Vaclavik reported that this proposal was deferred at the February Board meeting and held at the March Board meeting to allow evaluation or alternative proposals. Leonard & Finco have contacted a number of additional providers and are preparing an updated recommendation. The Manager indicated that he met with them on April 20th and a final recommendation is expected at the May Board meeting.

Safe Drinking Water Loan – The Manager reported that the Wisconsin Department of Natural Resources has sent the necessary paperwork to close out the loan process. Paperwork has been forwarded to McMahan.

Easements – As of this date, there are two easements left to complete and turn over to NSight for filing. One involves the Best Western Hotel in Manitowoc, and the other is the Sobush property easement (see above).

Old Business: None

New Business: None

Central Brown County Water Authority
April 27, 2016

Next Meeting:

Suggested Agenda Items for next regular meeting: May 25, 2016

Adjourn:

Motion made by DePere, seconded by Howard to adjourn at 4:07 p.m.

MOTION UNANIMOUSLY APPROVED

Respectfully submitted,

Rae G. Knippel
Transcription