

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, May 25, 2016 at the DePere City Hall, 2nd Floor, 335 South Broadway, DePere, WI

Present: Allouez-Dennis, Bellevue-Gorall, De Pere-Delo, Howard-Farr,
Lawrence-Trembl; Ledgeview-Burdette
Also Present: Dave Vaclavik-Manager
Gary Rosenbeck - McMahon

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: April 27, 2016

Motion made by DePere, seconded by Ledgeview to approve the minutes. MOTION UNANIMOUSLY APPROVED

Public Comment: None

Appearances: None

Administrative Actions and Reports:

1. **Web Site Recommendations:**

Manager Vaclavik pointed out that the current website is limited and lacks analytic tools. Periodic suggestions for additions have been received for both style and content. The Village of Bellevue has provided base information from their recent review of various providers. This information was given to Leonard & Finco with a request to evaluate systems and provide a recommendation for the Authority. They have recommended working with Revize, a firm that works exclusively with governments. The cost would be approximately \$4,920 for initial site development, followed by an annual maintenance fee of \$920. There is presently a balance of \$25,000 in the marketing budget. Both Gorall and Vaclavik have seen a presentation of this system and concur with the recommendation.

Motion made by Bellevue, seconded by Howard to approve contracting with Revize for Website Development. MOTION UNANIMOUSLY APPROVED

2. Water Purchase agreement Modifications:

The Manager has contacted Boardman & Clark with a request to begin preparing modifications to the Water Purchase Agreement changing the methodology for billing new members. Changes will be made in the format of resolutions to be adopted by the Board and member communities. The Manager will continue follow-up. Discussion Only.

3. Financial Reports:

Reports for the month of April were provided. The Manger noted that the May payment has been made to the debt service obligation. The audit report has been distributed to requiring agencies.

Gorall asked for an update regarding the present QuickBooks system. The Manager indicated he will be talking with Green Bay Water and some smaller accounting firms. He is impressed with the system used by MPU and would like them to make a presentation, however, is skeptical it is worth the cost. He will follow-up with alternatives. (See more under the Manager's report)

Motion made by DePere, seconded by Lawrence to approve the Financial Reports. MOTION UNANIMOUSLY APPROVED

4. Pay Authorizations: Vouchers:

A revised voucher list was distributed and reviewed. Vaclavik pointed out an additional item related to a payment to Baker Tilly for audit services and for the MPU rate analysis. A check to Mike Sobush, approved last fall, was given to him after receipt of his signature on the easement document. The contractor should begin work soon. There is one last easement to acquire signature, that being the Best Western, which is now in receivership.

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

Technical Committee Recommendations:

1. Change Order #6 for IEI General Contractors in the amount of \$22,633.00.

Mr. Rosenbeck explained this change order is the result of a request by MPU for the following: (numbers below are approximate)

- Additional control work required at the pump station to assure fail safe operation of control valves related to flow in and out of tanks - \$2,700
- Tracer wire on fiberoptic cable - \$650
- Addition of bollards around generator and fuel tanks/sidewalk and additional overflow box on tanks - \$9,400
- Additional control work at PRV station to control clay valves - \$9,800

Motion made by Ledgerview, seconded by Howard to accept the recommendation of the Technical Committee to approve Change Order #6 for IEI General Contractors in the amount of \$22,633.00.

MOTION UNANIMOUSLY APPROVED

2. **Pay Request #21 from IEI in the amount of \$71,983.99.**

Rosenbeck indicated this pay request brings what is owed to IEI up to date except for landscaping. He noted that the landscaping is complete, however, a request for payment has not yet been received (approximately \$26,000). McMahon is also holding \$5,000 in retainage.

Motion made by Howard, seconded by DePere to accept the recommendation of the Technical Committee to approve Pay Request #21 from IEI in the amount of \$71,983.99.
MOTION UNANIMOUSLY APPROVED

3. **Engineering Proposal in the amount of \$28,000 from McMahon Associates to evaluate system interconnect plan for CBCWA in conjunction with Green Bay Water's Master Planning Project.**

The Manager reported a meeting was held with Green Bay and their consultant to discuss an interconnect plan. An agreement was reached to move forward with a planning process in relation to opportunities which would benefit both parties. The goal is to look at the possibility of creating a loop rather than the straight 65 miles of pipeline presently in operation. Vaclavik pointed out that if the line breaks everyone should not be out of water. He stated approval of this proposal is not a commitment but will instead serve as a road map to determine if a loop system would be financially feasible.

Rosenbeck added that much of the work is already done and individual systems have been looked at relative as to how they could connect to Green Bay and how the two systems could work together. He noted this work was done without the cooperation of Green Bay, so assumptions were used rather than actual facts.

Questions from Mr. Delo regarding DePere were addressed by Mr. Rosenbeck, noting that DePere and Howard will require additional planning to transfer water efficiently related to location and a lower pressure zone in Howard. Delo also noted that DePere needs to adjust the system to maximize efficiency, expressing concern with the amount of money DePere has spent.

Motion made by Howard, seconded by DePere to accept the recommendation of the Technical Committee to approve Engineering Proposal in the amount of \$28,000 from McMahon Associates to evaluate system interconnect plans for the CBCWA in conjunction with Green Bay Water's Master Planning Project. **MOTION UNANIMOUSLY APPROVED**

4. **Final Payment to DN Tank in the amount of \$50,000:**

As work has now been completed by DN Tank, the final payment of \$50,000, which was held as a retainer, was recommended for release.

Motion made by DePere, seconded by Lawrence to accept the recommendation of the Technical Committee to approve Final Payment to DN Tank in the amount of \$50,000. **MOTION UNANIMOUSLY APPROVED**

Project Update and Status Reports:

1. Engineer's Report:

Mr. Rosenbeck highlighted the following engineering activities over the last reporting period:

- Optimization Study – As work on the County R ditch-Sobush property was approved at the last meeting, conditions were met and a contract awarded, it is expected that work will now proceed.
- Operations Plan – Have been working on four scenarios related to normal operation, supply, operation of pumps to get water to Bellevue, along with testing of the elevated tank and the ground storage tank.

2. Manager's Report:

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

- **Suamico Proposal** – See below under closed session.
- **Water Consumption Report** – As reported previously, sales continue to be down significantly (6% as compared to the same period in 2015). If this trend continues, a payment will need to be made to MPU for water not used.

Mr. Delo stated he is considering a plan whereby the Authority could give water to area businesses as they are paying MPU for water anyway. A question related to PSC requirements was addressed. The Manager will continue to monitor water sales throughout the summer and agreed to review this potential idea.

- **CDM Smith Valve Replacement Protocol** – Documentation has been received for the purchase of equipment and the selection of contractors to place on an emergency call list for any necessary 48" valve repairs. Draft plans and specifications have been prepared. The Manager and Rob Michaelson had a follow-up meeting with CDM Smith on April 6th. The project should be ready to bid soon.
- **Strategic Plan Follow-up** – Have been made aware of State grant opportunities.

The following items, in addition to others, were included in the Manager's written report:

- **Renewal of Contract for GIS Services in the amount of \$5,000** –As this item was inadvertently left off the Technical Committee agenda, they have requested that it go directly to the Board for action. The Committee has seen a presentation and supports the continuation of the service contract.
- **Financial Services Proposal** - A preliminary proposal was received from MPU to provide financial services to the Authority. As it was found to be considerably higher than anticipated, the Manager met with them on 3-29 and on 4-15 after which their estimate of cost reduced and their current plan would be to charge based on actual cost incurred. They currently estimate a cost of approximately \$15,000 for set up and \$1,200 to \$1,500 per month for ongoing services. Current costs are approximately \$450 a month

between Software (QuickBooks) and assistance from the Village of Bellevue. The Manager noted that although the MPU cost is significantly higher, they do provide improved capabilities and a higher level of service. If there is interest, he would schedule MPU to make a presentation to the Board, or he would be willing to seek alternative proposals.

- **Safe Drinking Water Loan** – The Wisconsin Department of Natural Resources (DNR) has sent the necessary paperwork to close out the loan process.

Old Business:

1. **Renew Contract for GIS Services in the amount of \$5,000:**

The Manager explained that McMahon maintains the GIS system for the Water Authority. A presentation was made to the Technical Committee as a non-action item. Mr. Rosenbeck noted that the plan is to integrate the GIS system with MPU and member communities to provide support to all.

Motion made by DePere, seconded by Lawrence to approve renewal of the GIS Services Contract in the amount of \$5,000.

MOTION UNANIMOUSLY APPROVED

New Business: None

Closed Session – Did not Move into 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 he has met with Suamico and has made a presentation. Mr. Farr added that he had a conversation with the Suamico Public Works Director who informed him they have not yet received a formal proposal from the City of Green Bay. Mr. Farr urged that Suamico hold the proposal of the Water Authority in confidence and the individual assured him that was the general understanding of staff. The plan of Suamico is to evaluate whether to stay on their well or to go with one of the proposals. Mr. Farr did not get a timeline on the Green Bay offer.

Next Meeting:

Suggested Agenda Items for next regular meeting: June 22, 2016

Adjourn:

Motion made by DePere, seconded by Ledgeview to adjourn at 3:40 p.m.

MOTION UNANIMOUSLY APPROVED

Respectfully submitted,

Rae G. Knippel
Transcription