

**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, July 27, 2016 at the DePere City Hall, 2<sup>nd</sup> Floor, 335 South Broadway, DePere, WI

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**Present:** Allouez-Dennis, Bellevue-Gorall, De Pere-Delo, Howard-Farr,  
Lawrence-Tremi  
**Excused:** Ledgeview  
**Also Present:** Dave Vaclavik-Manager  
Gary Rosenbeck-McMahon Inc.  
Craig Berndt-Allouez

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The meeting was called to order by Vice-President Geoff Farr 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 DePere to approve the agenda as presented. MOTION UNANIMOUSLY APPROVED**

**Approval of Minutes:**

Approve Minutes: June 22, 2016

**Motion made by Lawrence, seconded by DePere to approve the minutes as presented. MOTION UNANIMOUSLY APPROVED**

**Public Comment:** None

**Appearances:** None

**Administrative Actions and Reports:**

1. **Strategic Plan Discussion and Update:**

Manager Vaclavik reported he has been working on non-negotiable operating principles and had asked for comments. Those he received, he stated, relate to urban sprawl, consideration of regional development and growth, public education and enhancement of public awareness, along with the recommendation for an annual review of operating principles.

When discussing urban sprawl, Vaclavik noted that the definition of sprawl is subject to interpretation and asked for input from the Board. The Authority plans to recruit new members meeting our selection criteria, one being the Village of Suamico. Francis Creek has also expressed interest and that municipality is considering creation of a municipal water supply. They already have an access point to the CBCWA and are considering the possibility of burying lines for future connection as part of their planned street program.

Mr. Delo opined that if the comprehensive plan does not identify an area as a growth area or an area to provide services, it should not be considered for membership. However, it would be different if the developer goes through the process of creating a development as part of the comp plan process including infrastructure, impact of schools, roads, etc. Mr. Delo noted it has been a consistent pattern in the state that a farmer will want to sell his land and a developer is interested in purchasing and creating a new subdivision in the middle of nowhere which had not been considered by the township, nor has the developer really worked through the process. This is the type of situation he would like to avoid.

Other items included in this discussion were:

“Do we want to consider a line item that would focus on support for regional economic development gains/advances?”

The Manager indicated this statement was brought to him by President Burdette. As the intent was unclear to the Board, the Manager agreed to follow-up with her.

“Do we want to consider adding a line item for public education and how such enhancement will give the public awareness, knowledge of operations, resources, etc.?”

“An annual January review of the operating principles should be required . . . “

The Manager opined that public education is a necessary component and he found no issue with an annual review. At this time public education has included the sale of CBCWA water bottles, a web site (presently under update), an occasional newsletter and press release. Vaclavik stated there has been no formal program established.

Vaclavik stated he is looking for information regarding bottled vs. tap water to present to the public, noting that water quality reports for the Authority have been good. He pointed out that since there were problems in Flint, MI, public water systems have been under scrutiny.

Although the water bottling industry promotes the sale of bottled water, Manager Vaclavik pointed out an individual will pay for 2 liters of bottled water the cost equivalent to 1000 gallons at home. The Authority may need to be more aggressive in letting the public know these facts. When asked about social media options, the Manager said he has talked to Leonard & Finco about possibilities. The Manager noted that Cole Buergi has asked members for community photos that can be used on the website.

On this topic, Mr. Farr stated he attended a presentation with the Green Bay Sale & Paddle Club who use an educational component geared to the science and engineering of sailboats, wind and water. He suggested it may be an idea that the Authority consider the development of modules on drinking water which would use engineering and math components as part an educational model.

2. **Financial Reports:**

The Manager noted that although interest rates have remained low nationally, our interest income from Johnson Bank has doubled since this time last year under our prior investment management service providers, meaning that the total annual budget has been surpassed for interest income.

Mr. Trembl noted that under the category of expenses, utility costs are almost 40% higher than last year. The Manager stated he would look into this, stating it may be a recording issues as utilities have not increased.

**Motion made by Lawrence, seconded by DePere to approve Financial Reports as printed. MOTION UNANIMOUSLY APPROVED**

3. **Pay Authorizations: Vouchers:**

An updated voucher list was provided including a May invoice from Hawkins.

**Motion made by Howard, seconded by Lawrence to approve Pay Authorizations: Vouchers. MOTION UNANIMOUSLY APPROVED**

**Technical Committee Recommendations:**

1. **Release of \$5,000 Retainage to August Winter and Sons for work on Energy Conservation Project:**

The Manager indicated that \$5,000 was held as retainage on this project for the completion of punch list items. He recommended payment.

**Motion made by DePere, seconded by Howard to accept the recommendation of the Technical Committee and approve the release of \$5,000 Retainage to August Winter and Sons for work on Energy Conservation Project. MOTION UNANIMOUSLY APPROVED**

2. **Pay Request for Holschbach Excavation for Site Restoration on Sobush Property in the amount of \$14,600:**

The Manager explained this pay request is to cover miscellaneous work done on the Sobush property in exchange for an easement which has been recorded. Unfortunately, the work was washed out due to 8 inches of rain resulting in an additional \$3,000 in repair. This \$3,000 bill will be on the next agenda. Holschbach has fulfilled their contract obligations.

**Motion made by Howard, seconded by Lawrence to accept the recommendation of the Technical Committee and approve the Pay Request for Holschbach Excavation for Site Restoration on Sobush Property in the amount of \$14,600. MOTION UNANIMOUSLY APPROVED**

**Project Update and Status Reports:**

1. **Engineer's Report:**

Gary Rosenbeck of McMahan, Inc. updated the Board on recent engineering activities:

- Storm damage work done by Holschbach on the Sobush property
- Tank close out – still holding retainage on contractor for final punch list
- Call from Manitowoc Highway Department regarding additional sink holes. They will be GPS located and put into the system as they are filled.
- An August 3rd teleconference is scheduled with consultants from Green Bay Water Utility regarding collaboration.
- A presentation was given to the Technical Committee regarding preliminary findings of the optimization study. Rosenbeck reported there should be opportunity for energy cost savings at the MPU finished water pump station. He will be meeting with Rob Michaelson to discuss implementation changes to the pumping scheme and operation to minimize energy costs and maximize storage. Mr. Rosenbeck addressed comments by Mr. Trembl related to cost of security levels at storage facilities.
- Task order #20 (see below) – Explained this task order relates to miscellaneous needs identified by MPU at the various pumping stations resulting in member communities at the same sites requesting to be included in this contract for maintenance on their side of the stations. Rosenbeck stated that the project has gotten to be more significant than originally thought, therefore, the development of a task order to cover costs. Mr. Trembl clarified that these costs will be split between the members and the Authority with separate contracts for each entity. Questions raised by Mr. Delo regarding the maintenance agreement between MPU and the Authority were clarified by the Manager.

Mr. Delo asked the specific effect on the City of DePere and Rosenbeck explained that the analysis done for DePere shows that it may be expending \$6,500 more annually than it needs to in terms of benefit to the Water Authority. Rosenbeck stated there is no reason not to scale back pumpage at the reservoirs. He noted that the main concern is that DePere has 2 ½ million gallons in storage that requires chlorine and maintenance of water quality.

## **2. Manager's Report:**

The Manager highlighted the following events during the last reporting period:

- Suamico - Follow-up meetings with engineers for Suamico regarding the proposal made by the CBCWA for membership have been positive. They are reviewing and analyzing associated engineering costs with their financial advisor before coming back to the Village and Authority with a final decision.
- 2017 Budget – A draft will be forwarded to members in August for comment by the September 1 deadline.
- AquaHawk – Mr. Farr gave a presentation of the system at this month's meeting of the Technical Committee. This is a third party software package that makes use of the data from the Sensus water meters to monitor consumption and generate alarms for unusual flow patterns. Because of interest in this system, the Manager will be meeting with the vendor regarding a potential bulk price. If there is general interest, the Manager will request a presentation.

- Baker Tilly – Has been in regular contact regarding work on the MPU rate agreement which is behind scheduled.
- Easements – One left related to a former Best Western Motel presently in bankruptcy. The Manager has not been successful in getting any response from the hotel and, therefore, will be talking with the Manitowoc City Mayor.
- Reminder of the meeting with David Yeghiaian for follow-up on Strategic Plan at the next meeting of the CBCWA at 1:30 p.m. on August 24, 2016.
- Water Purchase Agreement – Has received a preliminary markup of the agreement as it relates to the Village of Suamico. Will be sending comments by September 1.

Mr. Farr asked for a report on Mr. Rosenbeck's discussions with the Village of Suamico. Rosenbeck responded that Suamico had a lot of questions to which he attempted to convey a sense of confidence that an adequate supply of water can be delivered to them related to their average day demands. In addition, Suamico was informed that there is capacity in the line to sufficiently provide both Howard and Suamico, and that there is adequate supply for flow and water pressure.

**Old Business:**

1. None

**New Business:**

1. **Task Order #20 from McMahon, Inc. in the amount of \$15,000 for bidding and construction services associated with connection station building improvements and maintenance items:**

This Task Order between the CBCWA and McMahon Inc relates to professional engineering services and supports the operation of numerous connection stations for metering, pressure control, booster pumping, and chemical addition. In addition, several of these stations are in need of maintenance upgrades due to humidity attack on steel surfaces and aging of station features. Engineering Services were described in the Task Order document at a cost not to exceed \$15,000.

The Manager noted that this was not an item on the Technical Committee agenda, however, they did have discussion, suggesting that because of timing, it be forwarded to the Board for action.

**Motion made by DePere, seconded by Howard to approve Task Order #20 from McMahon, Inc. in the amount of \$15,000 for bidding and construction services associated with connection station building improvements and maintenance items. MOTION UNANIMOUSLY APPROVED**

**Next Meeting:**

Suggested Agenda Items for next meeting on August 24, 2016

**(Note: Meeting will start at 1:30 p.m.)**

1. David Yeghiaian for follow-up on Strategic Plan
2. Presentation of Draft 2017 Budget Document

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3. Other

**Adjourn:**

**Motion made by Allouez, seconded by Howard to adjourn at 3:45 p.m.  
MOTION UNANIMOUSLY APPROVED**

Respectfully submitted,

Rae G. Knippel  
Transcription