

## **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, October 19, 2011, at the DePere City Hall Board Chambers, 335 South Broadway, DePere, WI

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**Present:** Allouez – Kopish, Bellevue - Oppenheimer, DePere-Delo, Howard-Farr,  
Lawrence – Treml, Ledgeview-Burdette  
**Also Present:** Dave Vaclavik – Manager  
Craig Berndt – Allouez

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The meeting was called to order by President Delo at 3:02 p.m.

### **Roll Call:**

Call the roll for attendance. Roll call was taken as noted above.

### **Approval of Agenda:**

Approve Agenda

**Motion made by Allouez and seconded by Bellevue to approve the agenda.**

**MOTION UNANIMOUSLY APPROVED**

### **Approval of Minutes:**

Approve Minutes: September 21, 2011

**Motion made by Howard and seconded by Allouez to approve the minutes.**

**MOTION UNANIMOUSLY APPROVED**

### **Appointments:**

1. **Appointment of Geoff Farr as Interim Board representative for the Village of Howard:**

**Motion made by Bellevue and seconded by Allouez to approve.**

**MOTION UNANIMOUSLY APPROVED**

**Closed Session:** The Board may go into closed session to discuss pending litigation pursuant to Wisconsin State Statute 19.85 (1)(g) conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved and/or 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 reconvene back into open session.

**Motion made by DePere, seconded by Bellevue to enter into closed session at 3:06 p.m.**

**Roll Call: All Present. MOTION UNANIMOUSLY APPROVED**

**Motion made by Delo, seconded by Allouez to return to regular order of business.**

**Roll Call: All Present. MOTION UNANIMOUSLY APPROVED**

1. **Employment Agreement with CBCWA Manager:**  
An increase in hours, a corresponding salary adjustment and various language amendments regarding use of equipment were approved in the new Employment Agreement, Mr. Oppenheimer asked there be follow-up and review periodically.

**Motion made by DePere and seconded by Lawrence to approve the revised Employment Agreement with the CBCWA Manager. MOTION UNANIMOUSLY APPROVED**

2. **Other action, if any, resulting from Closed Session.**  
None

**Appearances:**

1. **None**

**Administrative Actions & Reports:**

1. **Presentation and Consideration of CBCWA 2012 Budget and Rates:**  
The Manager indicated that the 2012 Budget was sent to all members previously and he received no comments. He explained there was some redistribution of costs between members based on projected consumption but the unit rate will remain at \$4.16 per 1000 gallons. Actual total charges to members declined by nearly \$400,000 through use of carry-over funds. The Manager received no requests to speak to local governments regarding the 2012 budget and rates.

**Motion made by Allouez and seconded by DePere to adopt the CBCWA 2012 Budget and Rates. MOTION UNANIMOUSLY APPROVED**

2. **Request for Approval from the City of DePere for release of \$8,200 from the CBCWA Water Promotion and Conservation Budget to support a program to encourage Electronic Utility Bill Paying:**

The City of DePere has requested release of \$8,200 from the CBCWA Water Promotion and Conservation Budget for the purpose of initiating an electronic utility bill payment program. As of this date, only Bellevue and DePere have requested funding. The Manager encouraged other communities to take advantage of the program.

**Motion made by Ledgerview and seconded by Bellevue to approve. MOTION UNANIMOUSLY APPROVED**

3. **Amendments to CBCWA Investment Policy:**  
The Manager reported that comments from Baker Tilly and Ehlers Associates regarding changes to the Investment Policy were reviewed and incorporated into a revised document.

**Motion made by DePere and seconded by Lawrence to approve. MOTION UNANIMOUSLY APPROVED**

4. **Settlement Claim from Robert Langer:**  
Mr. Langer has requested \$400 in compensation for damages and labor associated with problems with his drain tile incurred when the Authority's fiber optic line was installed through his tile line. An investigation of these damages found that repair by the contractor as part of the water main installation project was cut by the fiber optic installer. The Manager recommended payment to Mr. Langer with receipt of a waiver for any future claims

**Motion made by Allouez and seconded by Howard to approve payment of \$400 with waiver of any future claims. MOTION UNANIMOUSLY APPROVED**

**5. Financial Reports:**

Adjustments to the balance sheet and journal entries are pending with regard to construction work which is in progress. The Manager reported that \$4 million has been transferred to Dana Investment Advisors with a like amount to M&I Bank/BMO Financial.

**Motion made by DePere and seconded by Lawrence to approve. MOTION UNANIMOUSLY APPROVED**

**6. Pay Authorizations/Vouchers:**

Vouchers were reviewed and questions clarified. Mr. Vaclavik was asked to pull the invoice from the Manitowoc County Highway Commission for \$5,911.83 for sinkhole repair until he follows-up with questions that were asked.

**Motion made by DePere and seconded by Bellevue to approve pay authorizations/ vouchers, except for that of the Manitowoc County Highway Department. MOTION UNANIMOUSLY APPROVED**

**Technical Committee Recommendations:**

1. **Recommend Approval of Contract Amendment with McMahan, Inc. in the amount of \$5,000 for engineering services associated with the Design Review, Construction, and Production of Record Drawings for a Cathodic Protection System for the Authority's 48" steel pipe:**

No Action. The Manager asked that this item be held for the final report.

**Project Update and Status Reports:**

**1. Engineer's Report:**

McMahan, Inc. continues to work on GIS system development. The contract regarding air relief valves has been signed and delivered.

**2. Manager's Report:**

David Vaclavik reported that at a 10-3-2011 meeting of the Denmark Village Board, approval was given to move forward with a cost and feasibility study. The Manager is working on a system of charges.

Other activities over the last reporting period included updates on the following:

- Joint Chemical Purchase
- Claim for sewer lateral repair on Grant Street and drain tile at Shoto Road
- Joint Purchasing

The Manager reported that the 2012 rate case with the PSC has been scheduled for November 7<sup>th</sup>.

**New Business:**

1. **Request from Manitowoc County Highway Department to authorize the repair of a drainage ditch in Francis Creek at an estimated cost of \$3,500.**

Discussion by the Board resulted in a request that approval be contingent on a written breakout of costs.

**Motion made by Ledgeview and seconded by Howard to approve contingent on a written breakout of costs. MOTION UNANIMOUSLY APPROVED**

**Old Business:**

1. None

**Next Meeting:**

1. **Suggested Agenda Items for Next Meeting November 16, 2011:**

**Motion made by Bellevue, seconded by Allouez to adjourn at 4:24 p.m.  
MOTION APPROVED UNANIMOUSLY**

Respectfully Submitted,

Rae G. Knippel  
Recording Secretary