

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, January 18, 2012, at the DePere City Hall Board Chambers, 335 South Broadway, DePere, WI

Present: Allouez – Kopish, Bellevue - Oppenheimer, DePere-Delo, Howard - Farr,
Lawrence – Little, Ledgeview-Burdette

Also Present: Dave Vaclavik – Manager
Gary Rosenbeck - McMahan
Craig Berndt-Allouez
Joe Veranth – Dana Investment Advisors

The meeting was called to order by President Delo at 3:03 p.m.

Roll Call:

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

Approval of Agenda:

Approve Agenda

Motion made by Bellevue, seconded by DePere to approve the agenda.

MOTION UNANIMOUSLY APPROVED

Approval of Minutes:

Approve Minutes: December 21, 2011

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

MOTION UNANIMOUSLY APPROVED

Appearances - Joe Veranth – Dana Investment Advisors

Mr. Veranth distributed and highlighted information relative to performance and allocation, economic outlook and review, as well as holdings of the CBCWA as of 12/31/2011. He reported that falling confidence and dull equity market returns are driving leading indicators lower, however, although the economy is weak, there is still growth.

Administrative Actions & Reports:

1. Request for Cost Sharing for Emergency Power Supply – Village of Howard:

At the request of the Village of Howard, the Board has approved a cost sharing policy for emergency power at the connection stations. An estimated cost for the equipment and gas service by WPS totals \$22,000. The Manager recommended a 50/50 cost share, or \$11,000 each.

Motion made by Lawrence, seconded by Allouez to approve a cost share with the Village of Howard for emergency power at the connection stations in the amount of \$11,000 (50%). MOTION UNANIMOUSLY APPROVED

2. **2011 True-Up Charges:**

Manager Vaclavik reported that final metered flows for 2011 have been received from MPU. He informed the Board that flow has increased slightly during the last year and the Authority is no longer under the take or pay limit originally established. True-up charge calculations were distributed to each member. Vaclavik indicated that a proposal for rebate of prior overpayment will be developed as part of the audit process and brought before the Board in March.

Motion made by DePere, seconded by Bellevue to approve.

MOTION UNANIMOUSLY APPROVED

3. **Sinkhole Repairs – Manitowoc County Highway Commission:**

The Manager reported that he met with Manitowoc County staff to discuss charges for repair of drainage ditches and sinkholes. As a result, a new protocol was developed requiring that the County attach to their invoice documentation of any sinkhole repairs including photographs and location information. They were also asked for pre-approval for any large scale investigatory work.

At this time there are three invoices to be paid, the first being \$3500 for a Board approved project to repair a section of ditch that was eroding with possible exposure to fiber optic cable, and secondly, an invoice for \$589.91 for repair of sinkholes in Cooperstown.

A third invoice in the amount of \$5,911.83, including \$4,213.21 charged for mowing and inspection of 8 miles of ditch line and repair of 7 sinkholes was not authorized. Discussion by the Board resulted in a recommendation that Manitowoc County be denied this payment of this charge.

Motion made by DePere, seconded by Allouez to deny the cost for mowing and inspecting 8 miles of ditch line and repair of seven sinkholes in the amount of \$4,213.21 as they did not acquire prior approval. MOTION UNANIMOUSLY APPROVED

4. **Financial Reports:**

Financial reports were reviewed and recommended for payment.

Motion made by Bellevue, seconded by Ledgeview to approve.

MOTION UNANIMOUSLY APPROVED

5. **Pay Authorizations/Vouchers:**

An updated voucher list was distributed and recommended for approval.

Motion made by Ledgeview, seconded by DePere to approve.

MOTION UNANIMOUSLY APPROVED

Technical Committee Recommendations:

1. **Recommend approval of Task Order #8 with McMahon, Inc. in the amount of \$20,000 for a one-year extension of continuing general engineering services:**

As the general engineering agreement with McMahon will expire in February, Rosenbeck presented Task Order #8 for services in 2012 in the amount of \$20,000. The Technical Committee has recommended approval.

**Motion made by Lawrence, seconded by Howard to accept the recommendation of the Technical Committee and approve Task Order #8 with McMahon, Inc. for general engineering services in 2012 in the amount of \$20,000.
MOTION UNANIMOUSLY APPROVED**

Project Update and Status Reports:

1. **Engineer's Report:**

Activities over the last reporting period were highlighted and include:

- GIS System Development – Collection of data has concluded and is presently being loaded.
- Air Relief Valves/Surge Protection – Three bids have been received and will be coming to the Board for review and approval.
- Corrosion Inspection Services – The final report has been received and an RFP has been developed and sent out for development of a corrosion protection program. Bids are due by March 1st.
- Operations Development – A third workshop was held this date with Technical Committee members. A system model is expected by mid 2012.

2. **Manager's Report:**

The Manager highlighted items from his written report including:

- Advance Refunding - A meeting with Hutchinson, Shockey, Erley & Company had a favorable result and the Manager will ask for a presentation sometime this summer, along with one from Ehlers.
- Connection Fees – Invoices for the period July 1 to December 31, 2011 have been sent to all members.
- Emergency Services Fees for Denmark – The Denmark Village Board has rejected the concept of receiving emergency water service from the Authority because of the cost.
- Wisconsin Public Service – Attorney Kobza and the Manager met with WPS to discuss the "Purchased Water Adjustment Clause". It is felt the PSC has a good understanding of the rate process and this issue will be brought before the Board before the development of the 2013 budget.
- Amendment to Water Purchase Agreement – Amendment #5 related to eventual cancellation of the existing condo agreements, transfer of ownership to members, and creation of easements for Authority equipment and access is being proposed.
- Jim Theyerl – A verbal agreement has been reached regarding this individual's driveway issue.

New Business:

1. None

Old Business:

1. None

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. The Board will then reconvene back into Open Session.

Moved by DePere, seconded by Ledgeview to enter into Closed Session at 3:40 p.m.

Roll Call: All Present MOTION UNANIMOUSLY APPROVED

(Recording Secretary excused at 3:45 p.m.)

**Moved by Bellevue, seconded by DePere to return to regular order of business at 4:00 p.m.
Roll Call: All Present. MOTION UNANIMOUSLY APPROVED**

- 1) **Action, if any, resulting from Closed Session: None**

Next Meeting:

1. **Suggested Agenda Items for Next Meeting February 15, 2012:**

**Motion made by Bellevue, seconded by DePere to adjourn at 4:01 p.m.
MOTION APPROVED UNANIMOUSLY**

Respectfully Submitted,

Rae G. Knippel
Recording Secretary