

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 20, 2011, at the DePere City Hall Board Chambers, 335 South Broadway, DePere, WI

Present: Allouez – Berndt, Bellevue - Oppenheimer, Howard-Bartelt, Lawrence-Trembl, Ledgeview-Burdette

Excused: DePere

Also Present: Dave Vaclavik – Manager

The meeting was called to order by Vice-President Oppenheimer at 3:00 p.m.

Roll Call:

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

Approval of Agenda:

Approve Agenda

Motion made by Ledgeview and seconded by Howard to approve the agenda.

MOTION APPROVED UNANIMOUSLY

Approval of Minutes:

Approve Minutes: March 30, 2011

Motion made by Howard and seconded by Ledgeview to approve the minutes.

MOTION APPROVED UNANIMOUSLY

Appearances:

1. None

Administrative Actions & Reports:

1. Financial Reports:

The Manager reviewed the Balance Sheet as of April 20, 2011, and the Profit & Loss through the end of March with the Board. He explained that money has been set aside and is available for the next debt service payment.

Motion by Allouez, seconded by Lawrence to approve the Financial Reports as presented. MOTION APPROVED UNANIMOUSLY

2. Pay Authorizations/Vouchers:

Vouchers were reviewed and explanations given for that to MPU, Core BTS, and Leonard & Finco.

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

Technical Committee Recommendations

1. No Meeting during the month of April

Project Update and Status Reports:

1. **Engineer's Report:**

McMahon was not present at this meeting and the Manager highlighted the following activities:

- GIS System Development – The locating service has been advised of the approval of the contract and work should begin this spring.
- Air Relief Valves - As reported earlier, McMahon has been asked to prepare a proposal for the engineering services associated with this project. As it is complicated and may be disruptive to operations, McMahon will perform some preliminary analysis and data collection under their general services provision and proceed with drafting an informed proposal for moving forward.
- Corrosion Inspection Services – A purchase order has been issued to Cathodic Protection Management in the amount of \$18,200. They will be working with McMahon to schedule their work which is planned for spring.

2. **Manager's Report:**

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

- Audit – Baker Tilly has begun the audit process and will be presenting a report at the June Board meeting.
- Leonard & Finco is updating the website with 2011 budget information. In addition, they are updating the site with agendas and minutes so that they are available in a timely manner.
- Litigation Process – A trial date with Dorner-Joski will be rescheduled at a hearing now set for May 12th. CTE-AECOM has indicated they are seeking new legal representation. A status conference hearing has been set by the Federal Court Judge for May 2, 2011.
- Questions related to uncompleted items resulted in the Manager indicating they have been taken care of. In addition Mr. Oppenheimer asked the status of condo agreements to which the Manager indicated he is waiting for further review by Geoff Farr of Howard.

New Business:

1. **Proposals for System Optimization Plan:**

The Manager reported that three proposals have been reviewed by the Selection Committee for the system optimization Plan. As a wide range of costs and ideas have been presented, the committee will take additional time before making a recommendation regarding selection.

2. **Award of Leak Detection Contract to ME Simpson in the amount of \$6,300:**

A recommendation was made by the Manager to award the Leak Detection Contract to ME Simpson in the amount of \$6,300. The process will begin with the SJ Lewis segment. Attorney Kobza has asked to be involved in the process and, therefore, approval is requested subject to confirmation by her.

Motion made by Howard, seconded by Allouez to award the lead detection contract to ME Simpson in the amount of \$6,300, subject to approval by Attorney L. Kobza.

MOTION APPROVED UNANIMOUSLY

In another matter, Mr. Oppenheimer indicated that Bellevue has been approached by their labor/human resources attorney asking if there would be a conflict if they serve as AECOM's attorney. The communities of Howard and Allouez also use this firm. Discussion resulted in the consensus they would like to discuss this issue with their respective Boards.

Old Business:

1. The Manager stated that he received a call from WRS requesting mandatory direct deposit auto pay. He was directed to discuss with Vicki Hellenbrand as it will result in a conflict with the mandatory two check signature requirement.
2. The Manager reported a problem with Wells Fargo investments related to call dates.

Next Meeting:

1. **Suggested Agenda Items for Next Meeting May 18, 2011:**

**Motion made by Ledgeview and seconded by Howard to adjourn at 3:25 p.m.
MOTION APPROVED UNANIMOUSLY**

Respectfully Submitted,

Rae G. Knippel
Recording Secretary