

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, March 30, 2011, at the DePere City Hall Board Chambers, 335 South Broadway, DePere, WI

Present: Allouez – Berndt, Bellevue - Oppenheimer, DePere-Delo, Howard-Bartelt, Ledgeview-Burdette
Excused: Lawrence
Also Present: Dave Vaclavik – Manager
Gary Rosenbeck – McMahon, Inc

The meeting was called to order by President Delo 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 Bellevue and seconded by Ledgeview to approve the agenda.

MOTION APPROVED UNANIMOUSLY

Approval of Minutes:

Approve Minutes: February 16, 2011

Motion made by Bellevue and seconded by Allouez to approve the minutes.

MOTION APPROVED UNANIMOUSLY

Appearances:

1. None

Administrative Actions & Reports:

1. Insurance Coverage for Shared Facilities:

Because of previous discussion by the Board related to this item, Manager Vaclavik suggested that he research companies who could provide insurance on shared facilities. Mr. Berndt pointed out that the Village of Allouez has two billing systems, one for the flow meter station and one for the booster pumping system. Bellevue also has issues specific to their system. President Delo requested a copy of the insurance certificate.

Motion made by DePere and seconded by Allouez to authorize the Manger to apply for and receive insurance on shared facilities, while working with Allouez & Bellevue on their specific issues. MOTION APPROVED UNANIMOUSLY

2. Financial Reports:

Vaclavik reported that the Wells Fargo audit is nearing completion. Potential investment opportunities have been discussed with them and two investments at \$500,000 each would offer 2% plus interest. He explained that the investment portfolio currently is used to hold restricted

funds associated with required debt reserves. There have been two 5 year investments placed with Wells Fargo with various maturity dates and interest rates ranging from .95% to 3.00 %.

An interest only bond payment will be made in June.

Motion by DePere, seconded by Ledgeview to approve the Financial Reports as presented. MOTION APPROVED UNANIMOUSLY

3. Pay Authorizations/Vouchers:

Vouchers were reviewed and recommended for payment.

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

Technical Committee Recommendations

1. **Approve Final Payments for Air Release Valve Vault Modifications to Jossart Brothers:**
 - a. **Phase I in the amount of \$7,605.25:**
 - b. **Phase II in the amount of \$17,100.02**

As Jossart Brothers has completed both phases of the Air Relief and Blow-off Valve Project, the Manager recommends payment as noted above.

Motion made by Bellevue and seconded by Hoard to approve 1a and 1b – final payment to Jossart Brothers for a total of \$24,705.27. MOTION APPROVED UNANIMOUSLY

Project Update and Status Reports:

1. Engineer's Report:

Gary Rosenbeck highlighted the following activities during the last reporting period:

- GIS System – The locating service has been advised on the approval of the contract but because of winter weather, work will begin in spring.
- Air Relief Valves – Because this project is complicated and may prove to be disruptive to operations, McMahan has agreed to perform a preliminary analysis and data collection under their general services provision, followed by an informed proposal.
- Corrosion Inspection Services – A purchase order has been issued to Cathodic Protection Management in the amount of \$18,200. Insurance certificates have been provided. This company will work with McMahan who will report on their progress.
- Meter Test Results – Testing has determined that accuracy is well within specifications.

2. Manager's Report:

True-up Charges - Calculations regarding application of surplus to previous overpayment by members was discussed. Consensus was to refer to Vicki Hellenbrand at Baker Tilly following completion of the audit process.

Rate Forecast – As of this date a revised rate filing has not been received. The Manager will continue to work with MPU to resolve issues with the agreement.

In addition, the Manager reported the following:

- Contact has been made with Focus on Energy regarding the turbine generator project and they have received grant application materials.

- The Bellevue Water Main Transfer has been discussed with legal counsel who is working on necessary documents.
- A report of the survey regarding utility billing services which was sent to all members was provided.
- Baker Tilly has begun the audit process and will be coming to the CBCWA offices on April 18th to complete field work.

New Business:

1. None

Old Business:

1. None

Next Meeting:

1. **Suggested Agenda Items for Next Meeting April 20, 2011:**
 - Leak Detention on 48" line

Motion made by Bellevue and seconded by DePere to adjourn at 3:50 p.m.
MOTION APPROVED UNANIMOUSLY

Respectfully Submitted,

Rae G. Knippel
Recording Secretary