

## **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, December 21, 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 – Trembl  
**Excused:** Ledgeview  
**Also Present:** Dave Vaclavik – Manager  
Gary Rosenbeck - McMahon

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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 DePere and seconded by Bellevue to approve the agenda.**

**MOTION UNANIMOUSLY APPROVED**

### **Approval of Minutes:**

Approve Minutes: November 16, 2011

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

**MOTION UNANIMOUSLY APPROVED**

**Appearances:** None

### **Administrative Actions & Reports:**

- Meeting Calendar for 2012:**  
Board meetings will be held the 3<sup>rd</sup> Wednesday of the month at 3 p.m. at the DePere City Hall Board Chambers unless otherwise notified.
- Electric Power at Connection Stations:**  
The Manager explained that the existing Water Agreement for electric power was designed for two separate connection buildings, one owned by the CBCWA and one by the member community. Actually, only one building was built with care taken to keep the party's respective facilities separated by a wall. The general understanding was that the costs of the member side would be borne by the member and separate electrical services were run to each portion of the building. However, this did not occur in Allouez and Bellevue where a decision was made to use existing member facilities. The Agreement states that "The Authority shall also pay or reimburse each Charter Customer for the electrical costs incurred in the operation of such stations. Future modifications shall be the responsibility of the Charter Customer".

Because of this language, the Manager recommended that the Authority begin paying electrical costs for all connection stations with an appropriate adjustment for those stations that include pumping for local purposes. A consensus was reached by the Board that the Authority participate in the cost of installing emergency power at connection stations where installed by member communities, that the separated electrical systems be consolidated where feasible, and that a proportionate rate scale be used. (See #1 under Technical Committee below)

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

3. **Emergency Services Fees for Denmark:**

The Manger reported that after discussing a fee basis for charging the Village of Denmark for emergency water service with McMahon, he is making the following recommendations:

- To charge Denmark an annual fee based on our meter capacity charge table at a 6" equivalent meter charge of \$8,820.
- Meter installation would not be required, however, Denmark could install a meter and that data would be used. If they do not, max day flow for the same month in the previous year would be used to estimate volume.
- Billing would be at the current unit rate of \$4.16/1000 gallons.
- Denmark would be responsible for all engineering and construction costs.
- That a reasonable time limitation on continuous service be set (limited to period of emergency situation).

Consensus of the Board was to move forward and the Manager directed to draft an agreement.

**Motion made by Allouez and seconded by Hobart to approve emergency services fees for Denmark as outlined and direct the Manager to draft an agreement.  
MOTION UNANIMOUSLY APPROVED**

4. **Financial Reports:**

Financial reports were reviewed and recommended for payment.

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

5. **Pay Authorizations/Vouchers:**

Mr. Trembl asked that the invoice from the Manitowoc County Highway Commission be held for detail of the \$4,089.81 total. All others were recommended for payment.

**Motion made by DePere and seconded by Lawrence to approve the pay authorizations/ vouchers, except for that of the Manitowoc County Highway Commission in the amount of \$4,089.81 and the receipt of further detail.  
MOTION UNANIMOUSLY APPROVED**

**Technical Committee Recommendations:**

1. **Recommend that the Authority participate in the cost of installing emergency power at connection stations where installed by member communities and that the separated electrical systems be consolidated where feasible:**

See discussion in # 2 above (Electric Power at Connection Stations)

**Motion made by DePere and seconded by Bellevue that the Authority participate in the cost of installing emergency power at connection stations where installed by member communities, that the separated electrical systems be consolidated where feasible, using a proportionate rate scale. MOTION UNANIMOUSLY APPROVED**

2. **Recommend that the contract for the Air Relief Valves/Surge Protection Program be awarded to August Winter & Sons in the amount of their low bid of \$61,200:**

Mr. Rosenbeck reported that bids were received from three contractors and it is recommended that the low bid of August Winter & Sons (\$61,200) be accepted.

**Motion made by Bellevue and seconded by Allouez to approve the low bid of August Winter & Sons in the amount of \$61,200 for the Air Relief Valves/Surge Protection Program. 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 – Work is 99% complete. At this time attempts are being made to locate pipe at Hwy 172 and Pine Grove Road which was unintentionally torn out.
- Air Relief Valves/Surge Protection – See #2 above under Technical Committee
- Corrosion Inspection Services – Upon receipt of final report, work will begin on a corrosion protection program as part of the 2012 CIP based on recommendations of study.
- Operations Optimization – A workshop with Technical Committee members was held on December 9<sup>th</sup> prior to their regular committee meeting with a final report expected mid 2012.

2. **Manager's Report:**

The Manager highlighted items from his written report including:

- Baker Tilly will begin the 2011 audit on February 13<sup>th</sup>.
- WPSC – A letter was received from the PSC regarding the Purchased Water Adjustment Clause for member communities. They are suggesting that the clause be eliminated for 2012 and that a new process be developed for 2013. A meeting between the PSC, Attorney Kobza, and the Manager resulted in an understanding of the rate process with a goal to develop a new adjustment system before the 2013 budget process.
- Amendment to Water Purchase Agreement – It is proposed that amendment #5 to the Water Purchase Agreement be approved. This proposal is related to eventual cancellation of existing condo agreements, transfer of ownership to the members, and creation of easements for Authority equipment and process.
- Meeting with Ehlers to discuss the current bond status and review the possibility and time for advance refunding.
- CBCWA Investment Status – Both Dana and M&I Bank continue to make investments with \$4 million directed to each.
- Investment Pooling with Members – M&I Bank/BMO Financial is working on the issue of pooled investing which will require a change to state legislation.
- Fitch Rating – Although the rating was dropped to AA- based primarily on declining cash reserve status of member community utilities, the Manager indicated the rating remains very high.

Other items highlighted related to Operations included pump repair, joint chemical purchase, lowering of bridge deck in Glenmore, claim for sewer lateral repair on Grant Street, and joint purchasing.

**New Business:**

1. **Election of Officers for 2012 – all positions:**

**President**

Motion made by Oppenheimer and seconded by Trembl to nominate Larry Delo as President of the Central Brown County Water Authority. Nominations Closed.

**NOMINATION for LARRY DELO as PRESIDENT of the CBCWA**

**UNANIMOUSLY APPROVED**

**Vice-President**

Motion made by Trembl and seconded by Berndt to nominate Aaron Oppenheimer as Vice-President of the Central Brown County Water Authority. Nominations Closed.

**NOMINATION for AARON OPPENHEIMER as VICE-PRESIDENT of the CBCWA**

**UNANIMOUSLY APPROVED**

**Secretary/Treasurer**

Motion made by Oppenheimer and seconded by Delo to nominate Randy Trembl as Secretary/Treasurer of the Central Brown Central Water Authority. Nominations Closed.

**NOMINATION for RANDY TREML as SECRETARY/TREASURER of the CBCWA**

**UNANIMOUSLY APPROVED**

**Old Business:**

1. Recommend approval of contract amendment with McMahon, Inc. in the amount of \$5,000 for engineering services associate with the design review, construction, and production of record drawings for a cathodic protection system for the Authority's 58" steel pipe:

Motion made by DePere and seconded by Bellevue to approve the contract amendment with McMahon, 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 58" steel pipe:

**MOTION UNANIMOUSLY APPROVED**

**CLOSED SESSION: (To be held in Riverview Conference Room)**

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 Bellevue to enter into Closed Session at 3:40 p.m.

**MOTION UNANIMOUSLY APPROVED**

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

Moved by Bellevue, seconded by Lawrence to return to regular order of business at 3:55 p.m.

**MOTION UNANIMOUSLY APPROVED**

1) **Action, if any, resulting from Closed Session:**

**Next Meeting:**

1. **Suggested Agenda Items for Next Meeting January 18, 2012:**

**Motion made by DePere, seconded by Allouez to adjourn at 4:00 p.m.**

**MOTION APPROVED UNANIMOUSLY**

Respectfully Submitted,

Rae G. Knippel  
Recording Secretary