

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 27, 2019 at the De Pere City Hall, Council Chambers, 335 South Broadway, De Pere, WI.

Present: Allouez – Christopher Sampson
Bellevue – Diane Wessel
De Pere – Scott Thoresen
Howard – Paul Evert
Lawrence – Patrick Wetzel
Ledgeview – Dave Strelcheck

Also Present: Nic Sparacio, Manager

The meeting was called to order by Acting Chair, Patrick Wetzel at 3:05 p.m.

Roll Call:

Roll Call was taken as recorded above.

Approval of the Agenda:

1. Approve agenda

Motion made by De Pere, seconded by Howard to approve the agenda.

MOTION UNANIMOUSLY APPROVED

Approval of Minutes:

2. February 27, 2019 regular meeting

Motion made by Allouez, seconded by De Pere to approve the minutes of the regular meeting of February 27, 2019.

MOTION UNANIMOUSLY APPROVED

Public Comment:

3. None

Appearances:

4. None

Administrative Actions & Reports:

5. Financial report

Manager Sparacio presented the February financial report and noted that budget and cash flow are tracking as expected. The May 1st bond and loan payments are approaching, and the 2018 audit starts this week.

Motion made by Howard, seconded by Allouez to approve the financial report.

MOTION UNANIMOUSLY APPROVED

6. Pay authorizations: vouchers

Sparacio presented the bill payment list. There are no changes to the list. Thoresen asked for clarification on where the Manager's salary is reflected and what payment to the Manager is indicated on the bill payment list. Sparacio responded that the item on the bill payment list each month is his mileage reimbursement. The Manager's salary is not included on the bill payment list but is reflected in the monthly financial statements. Payroll is handled by the Authority's accountant.

Motion made by Lawrence, seconded by De Pere to approve the Bill Payment List.

MOTION UNANIMOUSLY APPROVED

Technical Committee Recommendations:

7. None

Project Update and Status Reports:

8. Engineer's Report:

Sparacio stated that McMahon did not attend today, as there is little to update at this time. Signatures are being gathered on the contracts for the water system improvement projects. Issuance of the Notice to Proceed is the next step, and we anticipate that to be about 2 weeks out.

9. Manager's Report:

Sparacio provided a summary of items he worked on for the past month and his plans for the month ahead. Sampson asked for some details on the 20-year financial plan that Sparacio is working on. Sparacio stated that the purpose of the 20-year plan is to provide a model with several variables that can be easily adjusted. Then the Board can compare the current trajectory with other possible scenarios and estimate the long-term financial impacts.

Old Business

10. None

New Business:

11. Agreement for Accounting and Payroll Services

Sparacio confirmed that the Board members had received the draft agreement for services with Kerber-Rose Accounting. He explained that the contract annual cost is about \$5,000 less than the original proposal, but about \$2,000 more per year than the Authority is currently paying. This can be absorbed within the existing budget for various financial services. It is a three-year agreement with an annual opportunity to review the fee. Attorney Kobza reviewed the agreement and has no concerns with it. Sparacio recommends approval of the agreement and is requesting authorization to execute the agreement.

Motion made by Howard, seconded by Bellevue to approve the Agreement for Accounting Services with Kerber-Rose and to authorize the Manager to execute the document.

MOTION UNANIMOUSLY APPROVED

12. Assignment of Continuing Disclosure Services for Water System Refunding Bonds, Series 2014A

Sparacio stated that Springsted, the Authority's financial advisor for the 2014 refunding bonds, is being absorbed by Baker Tilly. This signature page to the existing documentation of continuing disclosure services appears to be some housekeeping that is needed prior to the April 1 business transaction. Attorney Speckhard has reviewed and approved this document, and Attorney Kobza is also aware of it. Sparacio further clarified that this document is not an assignment of services to the new entity, so further documentation may come in the future.

Motion made by De Pere, seconded by Howard to approve the Authorization to Engage Services with Springsted Incorporated and to authorize the Manager to execute the document.

MOTION UNANIMOUSLY APPROVED

Next Meeting:

Next meeting: April 24, 2019

Suggested agenda items:

- Finished Water Pump Station Pump Optimization project agreement with MPU
- Resolution forming the Growth Management Task Force
- Discuss 20-Year Financial Plan
- Discuss GBWU Interconnect financial analysis

Adjourn:

Motion made to adjourn at 3:25 p.m.

MOTION UNANIMOUSLY APPROVED

Respectfully submitted,
Nicolas Sparacio