

PROCEEDINGS OF THE CENTRAL BROWN COUNTY WATER AUTHORITY

Pursuant to §19.84 Wis. Stats, a regular meeting of the **Central Brown County Water Authority** Board of Directors was held on Wednesday, June 26, 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 – Geoff Farr
Lawrence – Patrick Wetzel
Ledgeview – Sarah Burdette

Also Present: Nic Sparacio, Manager
Gary Rosenbeck, McMahan Assoc.

The meeting was called to order at 3:00 p.m. by President Sarah Burdette of Ledgeview.

Roll Call:

Roll Call was taken as recorded above. Burdette congratulated Manager Sparacio for reaching his one-year anniversary as the Water Authority Manager on June 25.

Approval of the Agenda:

1. Approve agenda
Motion made by Allouez, seconded by Lawrence to approve the agenda.
MOTION UNANIMOUSLY APPROVED

Approval of Minutes:

2. May 22, 2019 regular meeting
Motion made by Allouez, seconded by Bellevue to approve the minutes of the regular meeting of May 22, 2019.
MOTION UNANIMOUSLY APPROVED

Public Comment:

3. None

Appearances:

4. None

Member Appointments to the Board:

5. Alternate for the Village of Bellevue: Shawn Geiger
Motion made by De Pere, seconded by Ledgeview to acknowledge the appointment of Shawn Geiger by the Village of Bellevue as its Alternate to the Board of Directors.
MOTION UNANIMOUSLY APPROVED

Administrative Actions & Reports:

6. Update on Strategic Plan implementation

Manager Sparacio presented an overview of the 2017 Strategic Plan goals, related tasks, and updates on progress since last fall. At the high level, Sparacio is finding that the 2017 Strategic Plan still has several areas in need of continued work while many other areas are either being completed or have changed direction in recent months. The overall condition of the plan seems to indicate that it will be due for an update by the Board within the next year.

Chris Sampson asked for clarification on the relationship between emergency interconnections and Water Authority involvement in community wells. Sparacio responded that this strategy has evolved since the plan was originally written. The Technical Committee has had some initial discussion on this, and it will come back to the Board with refinements in the future. Geoff Farr arrived at this time.

Burdette stated that, based on progress with the plan, it makes sense to program time and budget for an update of the Strategic Plan in 2020.

7. Board Manual updates

Sparacio explained that he has been looking for a way to ensure that all Board members have the current Water Authority documents in a convenient format. A quick survey of the CBCWA Reference Manuals held by Board members revealed that most of them contain out-of-date materials. Sparacio asked how often the Reference Manuals are utilized and whether the Board is open to shifting to digital platform. There was a consensus that the manuals are not referenced frequently enough to make them practical, and there is a willingness to utilize a digital platform. When specific items are needed, the Manager typically includes it in a Board report, and it gets discussed at a Board meeting.

Sparacio then demonstrated the Sharepoint site that he set up to serve as a new Board Manual. It will always have the current documents in searchable formats. Discussion ensued related to local software licenses. The Board directed Sparacio to move forward with providing Sharepoint access to those who need it and further testing of the Sharepoint-based Board Manual site.

8. Local-level emergency interconnections

Sparacio provided an update on the discussion of emergency interconnections. The focus has moved to the local level. McMahon has been asked to provide a proposal to investigate the sufficiency of the existing local-level interconnections and to consider what improvements might be needed. The investigation will also explore possible solutions for collaborating on the operation and maintenance of wells. Sparacio provided a summary of the contractual provisions related to emergency water supply, and members have broad authority to establish emergency interconnections with a few key limitations. Work will continue on this topic at the Technical Committee level.

Gary Rosenbeck stated that it will also be important to look at water quality characteristics and potential impacts to water distribution systems. The investigation should consider potential long-term well water use (e.g., a couple of months during a major transmission main repair) and what effects that might have on distribution and customers.

9. Financial report

Manager Sparacio presented the May financial report and noted that budget and cash flow are tracking as expected. He also noted that investments are performing very well this year and the non-rate-funded revenue is very beneficial if that continues to be positive for the year. Sparacio reported that the review of our financial statements with Kerber-Rose was helpful and found that our reporting practices are meaningful and detailed.

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

MOTION UNANIMOUSLY APPROVED

10. Bill payment list

Sparacio stated that the bill payment list remains as presented in the Board materials. There are no changes.

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

MOTION UNANIMOUSLY APPROVED

Technical Committee Recommendations:

11. Approval of the Corrosion Protection Annual Survey Proposal from Northern Inspection Services

Sparacio reviewed the corrosion protection inspection services provided in recent years. This proposal includes the concrete, steel, and ductile iron pipe sections. The Technical Committee has reviewed the details.

Motion made by De Pere, seconded by Lawrence to approve the Corrosion Protection Annual Survey Proposal from Northern Inspection Services and to authorize the Manager to sign in acceptance of the Proposal.

MOTION UNANIMOUSLY APPROVED

12. Approval of the Focus on Energy Incentive Agreement for the Howard Booster Station By-Pass

Sparacio explained the primary provisions of the Focus on Energy reimbursement grant. It has also been reviewed by Boardman and Clark, and there are no concerns with the Agreement.

Motion made by Bellevue, seconded by Howard to approve the Focus on Energy Incentive Agreement for the Howard Booster Station By-Pass and to authorize the Manager to execute the Agreement.

MOTION UNANIMOUSLY APPROVED

Project Update and Status Reports:

13. Engineer's Report

Rosenbeck provided an update on the Water System Improvement Projects. The preconstruction meeting will be held on July 9 at 9:00 a.m. The Finished Water Pump Station Optimization Study in Manitowoc is also underway.

14. Manager's Report

Sparacio provided a summary of items he worked on for the past month and his plans for the month ahead. There are no outstanding issues or concerns. In addition to the written Managers Report, Sparacio noted that he and Burdette have reviewed the Manager First-Year Goals document and have a set of draft goals for year two.

Old Business

15. Update on negotiations with Manitowoc Public Utilities

Burdette read the closed session notice: The Board may go into closed session to discuss pending contract negotiations with Manitowoc Public Utilities pursuant to Wisconsin State Statute 19.85(1)(e), deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. The Board will then reconvene back into open session.

Motion made by Allouez, seconded by Lawrence to go into closed session.

ROLL CALL VOTE WAS TAKEN: All ayes.

Motion made by De Pere, seconded by Howard to return to open session.

ROLL CALL VOTE WAS TAKEN: All ayes.

New Business:

16. None

Next Meeting:

The next meeting is scheduled for July 24, 2019.

Adjourn:

Motion made to adjourn at 4:20 p.m.

MOTION UNANIMOUSLY APPROVED

Respectfully submitted,
Nicolas Sparacio