

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, November 28, 2018 at the DePere City Hall, Council Chambers, 335 South Broadway, DePere, WI

Present: Allouez – Christopher Sampson
Bellevue – David Betts
De Pere – Larry Delo
Lawrence – Patrick Wetzel
Ledgeview – Sarah Burdette

Excused: Howard

Also Present: Nic Sparacio, Manager
Don Voogt – McMahan, Inc.
Gary Rosenbeck – McMahan, Inc. (via telephone)

The meeting was called to order by President Burdette 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 Bellevue to approve the agenda.
MOTION UNANIMOUSLY APPROVED

Approval of Minutes:

2. October 24, 2018 regular meeting
Motion made by Allouez, seconded by Lawrence to approve the minutes of the regular meeting of October 24, 2018. MOTION UNANIMOUSLY APPROVED

Public Comment:

3. None

Appearances:

4. None

Administrative Actions & Reports:

5. **Updates on Utility Cooperation/Collaboration (SPLASH) Study:**
Manager Sparacio stated that the first substantive results from the project are reflected in the Task 2 Technical memo, and members can comment on the document through the end of the week. He further explained that one of the initial recommendations is to establish a central clearinghouse for upcoming project needs, equipment inventories, available skill

sets, and the like, and the Water Authority was suggested as a logical host for that information. Sparacio is seeking the Board's input on that idea, as implementation could be considered in the near future.

Dave Betts asked whether this was the same memo provided with the Stakeholder meeting materials. Sparacio confirmed that it is. Chris Sampson asked where this memo fits in the process of generating recommendations and whether there will be additional opportunities to provide feedback. Sparacio explained that this is an initial assessment of baseline conditions and the initial brainstorming of potential collaboration opportunities. There will be additional opportunities to provide feedback. Sarah Burdette noted that communities should review their local data to make sure it is accurate and includes everything they are looking for.

The Board indicated support for the idea of the Water Authority hosting the central clearinghouse for upcoming project needs, equipment inventories, available skill sets, and the like.

6. Report on amendments to Member Agreements:

Sparacio reviewed the work completed earlier this year toward the goal of allowing customer communities to join the Water Authority. The Formation Agreement has been amended already, but the other documents that need to be amended in kind will take an estimated 8 to 12 months to complete. While we don't have a community ready to join the Authority at this time, Sparacio recommends that the Board prepare the document amendments to be ready for such an opportunity.

Sparacio stated that he would like to form a working group to assist with these tasks. The process will generally include reviewing the work completed to date, developing the process for reviewing expansion proposals, completing and in-depth review of proposed amendments to agreements, and developing the recommendations to the Board on how to proceed. He would like Board and Technical Committee members involved in order to best prepare for the local governing body approval process that will be required to amend the Member Water Purchase Agreement.

Sampson asked for the anticipated timeline for when a governing body could expect a set of amendments to come for a vote. Sparacio stated that this effort could start as the SPLASH Study is winding down and then target a completion date around end of 2019 to early 2020. Member governing bodies could expect a vote to be needed by that time.

Larry Delo asked what the right time is for developing review parameters for evaluating new customer proposals. Delo further explained his belief that these parameters should consider factors of overall economic impact. The Water Authority members have more at stake than just the price of water. Sparacio responded that he appreciates those comments, and that he thinks this process of preparing the amendments to the agreements is the right time and place to have those discussions and define the parameters.

Patrick Wetzel stated that he is supportive of the proposed approach. Burdette asked if there is any interest in participating on the working group. Sampson indicated that he is interested. Sparacio stated that Geoff Farr also indicated a willingness to participate in this effort.

7. Manager 2019 memberships and certification:

Sparacio provided an overview of his plans for professional development and association membership for 2019. He plans to continue involvement with AWWA (American Water Works Association) and explore potential involvement with either APWA (American Public Works Association) or WRWA (Wisconsin Rural Water Association). In addition, he would like authorization to make the expenditures necessary to maintain his AICP (American Institute of Certified Planners) certification including annual dues and continuing education as shown in the proposed budget detail.

Delo asked whether this requires a budget amendment. Sparacio stated that it does not. These funds are already included in the budget, and the attached plan shows some additional detail beyond the approved budget. Burdette stated that the past manager had always brought forward training opportunities for Board review, and she is supportive of what is proposed here.

Motion made by Lawrence, seconded by De Pere to approve the Manager's 2019 plan for memberships and certification.

MOTION UNANIMOUSLY APPROVED

8. Financial Report:

Sparacio explained a timing issue with the debt service fund that caused an incorrect number on the balance sheet. The Authority continues to be in a solid financial position.

Motion made by De Pere, seconded by Bellevue to approve the Financial Report.

MOTION UNANIMOUSLY APPROVED

9. Pay Authorizations:

Sparacio stated that the November bills are as presented in the agenda packet.

Motion made by Lawrence, seconded by Allouez to approve the Voucher List.

MOTION UNANIMOUSLY APPROVED

Technical Committee Recommendations:

10. None at this time

Burdette noted that there was no Technical Committee meeting in November, but a memo update was provided to the members in lieu of meeting.

Project Update and Status Reports:

11. Engineer's Report:

Don Voogt explained the strategy for addressing the current bidding environment challenges. For the projects we have ready for bid, McMahon recommends waiting for the new year and then bidding all three projects as a single package. Delo asked whether it would be possible to combine these projects with Green Bay Water Utility or Manitowoc

Public Utilities to improve the pricing and responses. Voogt stated that McMahon can look into that.

Gary Rosenbeck noted that the Water Authority also has the ability to make direct purchases without using the bidding process. This is allowed by the statutes governing the Authority. However, the Authority does not have an established relationship with any particular mechanical contractor, so that may or may not be a better approach than bidding for these projects.

Rosenbeck further stated that there is no update on the Green Bay Interconnect project. We continue to await a response from the Green Bay Water Utility.

12. Manager's Report:

Sparacio provided a summary of items he worked on for the past month and his plans for the month ahead. He outlined the results of the October 31 meeting with MPU.

Old Business

13. Utility Cooperation/Collaboration Study Sub-Agreement with Green Bay Water Utility:

Sparacio stated that the revised sub-agreement for this project is ready for action by the Board. He confirmed that the version included in the agenda packet is the version that was accepted by the Green Bay Water Utility. He noted the specific points that were changed from the previously approved agreement, and he is recommending approval of the sub-agreement as presented. Attorney Kobza has reviewed and approved the document as well.

Motion made by De Pere, seconded by Bellevue to approve the Utility Cooperation/Collaboration Study Sub-Agreement with Green Bay Water Utility.

MOTION UNANIMOUSLY APPROVED

New Business:

14. None

Next Meeting:

December 19, 2018

Suggested Agenda Items for next meeting on December 19, 2018:

- 1) Election of 2019 Officers (Vice President and Secretary/Treasurer)
- 2) Meeting schedule for 2019

Adjourn:

Motion made to adjourn at 3:40 p.m.

MOTION UNANIMOUSLY APPROVED

Respectfully submitted,
Nicolas Sparacio