

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, January 22, 2020 at the Town of Ledgeview Community Center, 3700 Dickenson Road, De Pere, WI.

Present: Allouez – Chris Sampson
Bellevue – Diane Wessel
Howard – Geoff Farr
Lawrence – Patrick Wetzel
Ledgeview – Sarah Burdette

Excused: De Pere

Also Present: Nic Sparacio, General Manager
Gary Rosenbeck, McMahon Assoc. (via video conference)

The meeting was called to order at 3:05 p.m. by President Sarah Burdette of Ledgeview.

Roll Call:

Roll Call was taken as recorded above.

Approval of the Agenda:

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

Approval of Minutes:

2. December 18, 2019 regular meeting
Motion made by Lawrence, seconded by Allouez to approve the minutes of the regular meeting of December 18, 2019.
MOTION UNANIMOUSLY APPROVED

Public Comment:

3. None

Appearances:

4. None

Administrative Actions & Reports:

5. 2019 true-up adjustments and member allocation
General Manager Sparacio presented the 2019 annual water consumption and true-up results. He explained the adjustments for well water usage, the comparison to budget, and the expected take-or-pay charges. Burdette responded that Sparacio has worked closely with Ledgeview over several months to ensure they were prepared for the substantial true-

up invoice expected there. Sparacio is requesting approval of the schedule of true-up invoices and rebates.

Motion made by Lawrence, seconded by Bellevue to approve the 2019 true-up adjustments and member allocation.

MOTION UNANIMOUSLY APPROVED

6. 2020 plan for General Manager memberships and training

Sparacio presented his plans for conferences, travel, and organizational memberships for the year ahead. A major change from last year's plan is to join the Water Environment Federation. This provides significant cost savings to attend the Utility Management Conference in February where he will have the opportunity to present the results of the SPLASH Study to a national audience. All estimated expenditures in the plan fit within the related budget amounts for the year. Burdette added that this joint presentation at the Utility Management Conference supports the Water Authority's continued goal of strengthening its relationship with the Green Bay Water Utility.

Motion made by Allouez, seconded by Lawrence to approve the 2020 plan for General Manager memberships and training as presented.

MOTION UNANIMOUSLY APPROVED

7. Financial report

Sparacio presented the December financial statements. While unaudited, this report is representing a reasonably accurate picture of year-end. He noted that some of the items will continue to change as all 2019 payables come in, but the net income for the year is expected to land well above the budgeted amount. He pointed out the primary revenues and savings that impacted net income performance.

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

MOTION UNANIMOUSLY APPROVED

8. Bill payment list

Sparacio distributed to the members an updated January bill payment list. He explained the additional check that was needed to make timely payment on invoices from Nsight Teleservices. All other payments on the list remained the same as the version provided in the meeting materials.

Motion made by Allouez, seconded by Bellevue to approve the bill payment list as presented.

MOTION UNANIMOUSLY APPROVED

Technical Committee Recommendations:

9. Approval of McMahon Task Order 5 for General Engineering Services, 2020-2021

Sparacio explained the need for the updated Task Order and reported on the review and recommendation by the Technical Committee. Gary Rosenbeck added that he has adjusted his hourly rate in order to provide additional hours of service within budget. He will also report on the types of items typically provided under General Engineering Services. The Board requested that he do this under the Engineer's Report item.

Motion made by Lawrence, seconded by Allouez to approve McMahon Task Order 5 for General Engineering Services, 2020-2021.

MOTION UNANIMOUSLY APPROVED

10. Accept and place on file the Transmission Main Operation and Maintenance Program Manual from MPU

Sparacio explained that the water purchase and sale contract requires Manitowoc Public Utilities (MPU) to maintain a written program of preventive maintenance for the Authority's transmission main. The document developed by MPU staff not only provides compliance with that requirement but was also expanded to serve as a complete operation and maintenance manual for the transmission system. He and Gary Rosenbeck worked closely with MPU to provide direction and feedback, and the Technical Committee has reviewed and approved the document. MPU staff did a great job with this.

Motion made by Lawrence, seconded by Bellevue to accept and place on file the Transmission Main Operation and Maintenance Program Manual from MPU.

MOTION UNANIMOUSLY APPROVED

Project Update and Status Reports:

11. Engineer's report

Rosenbeck reported on the current status of the Water System Improvement projects. They are all close to completion, and the only major outstanding scope item is delivery of the 48-inch valve and repair materials. This delivery will be scheduled soon. Final project documentation is also nearing completion.

Rosenbeck reviewed the kinds of services typically provided under the McMahon General Engineering Support task order. In 2019, this included support not only for Board and Technical Committee meetings, but also items like the County Highway R bridge project issues, the ongoing negotiations with MPU, resolution of chlorination system issues, discussion and implementation of corrosion monitoring station issues, participation in the Growth Management Task Force, updating the GIS system, exploration of system capacity and expansion opportunities, and the like. Geoff Farr arrived at this time.

Rosenbeck then discussed the status of the transmission main break repairs in Bellevue. A section of the 20-inch PVC transmission main experienced a failure early on Monday morning. Water service to the Village of Bellevue has not been interrupted thanks to an interconnection with the Town of Ledgeview. The Village's groundwater wells have not been needed to this point. Sparacio added that MPU and the Bellevue and Ledgeview utility staff responded very quickly to the alarms and responded to the emergency effectively.

Discussion continued on the details of the repair and possible causes for the pipe failure. The repairs are expected to be completed and the affected pipes to be disinfected and returned to service by Friday. Diane Wessel stated that the Village of Bellevue is very appreciative to the Town of Ledgeview for providing the emergency water supply through its interconnection.

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 noted that the Water Authority's bond rating was affirmed in the recent review that took place. He provided an update on the work of the Growth Management Task Force which has now met two times.

Sparacio then reported on a January 16th meeting between Burdette, him, and leaders from the Green Bay Water Utility. The meeting was an outgrowth of the SPLASH Study as well as recent communications on potential water service extensions to additional communities. Burdette reported that this was a very positive meeting on the topic of long-term opportunities, in the range of 20 to 50 years in the future, for the Green Bay Water Utility and the Central Brown County Water Authority to potentially merge or form a regional transmission authority together.

Board Members responded that they are supportive of continuing this conversation. Sparacio asked whether any Members are willing to be involved in a joint meeting to discuss additional details on such long-term opportunities. Again, the Members are supportive and would be willing to participate in these discussions.

Old Business

13. 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 Howard, seconded by Lawrence to go into closed session.

ROLL CALL VOTE WAS TAKEN: All ayes.

Motion made by Ledgeview, seconded by Bellevue to return to open session.

ROLL CALL VOTE WAS TAKEN: All ayes.

Motion made by Ledgeview, seconded by Bellevue to authorize the General Manager to send the letter regarding the Finished Water Pump Station Optimization Study as presented.

MOTION UNANIMOUSLY APPROVED

New Business:

14. None

Central Brown County Water Authority
January 22, 2020

Next Meeting:

The next meeting is scheduled for February 19, 2020.

Adjourn:

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

MOTION UNANIMOUSLY APPROVED

Respectfully submitted,
Nicolas Sparacio