

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, March 25, 2020 at the Town of Ledgeview Community Center, 3700 Dickenson Road, De Pere, WI, and via video conference. Note that in light of public health concerns regarding COVID-19, this was a telephone/video conference meeting for Board members. Members of the public were offered the opportunity to either hear the meeting broadcast live at the location noted above or to contact the Water Authority to obtain telephone access to the meeting.

Present: Allouez – Chris Sampson (via telephone)
De Pere – Larry Delo (via video conference)
Howard – Geoff Farr (via video conference)
Lawrence – Patrick Wetzel (via telephone)
Ledgeview – Sarah Burdette (at meeting site and via video conference)

Excused: Bellevue

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

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.

Approval of the Agenda:

1. Approve agenda

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

MOTION UNANIMOUSLY APPROVED

Approval of Minutes:

2. February 19, 2020 regular meeting

Motion made by De Pere, seconded by Ledgeview to approve the minutes of the regular meeting of February 19, 2020 with a correction on page 2.

MOTION UNANIMOUSLY APPROVED

Public Comment:

3. None

Appearances:

4. None

Administrative Actions & Reports:

5. Response to COVID-19

General Manager Sparacio stated that this agenda item is provided in case any members have questions for him or for each other on how the situation is being managed. A statement regarding the safety of the water supply was placed on the Water Authority website and also made available for the members. Larry Delo asked whether the Water Authority has received any inquiries from the public or from the media. Sparacio responded that there have been no inquiries.

6. Governing body updates

Sparacio reported that earlier this month he provided an update on Water Authority activities to the Village Board in Howard. He is available for such a presentation to any of the members upon request. Burdette added that the written material was nicely done and she understands the presentation was well received. She encouraged the other members to take advantage of this opportunity as needed.

7. Town of Ledgeview to Village of Bellevue emergency water sale and purchase

Sparacio explained the details of the water purchase invoice between Ledgeview and Bellevue. The volume of water used has been recorded for later application during the year-end true-up process. Sparacio reviewed the language of the Member Water Purchase Agreement which allows for this type of sale between members. Water Authority consent is required under the Agreement, and Sparacio is recommending approval of the invoice.

Motion made by Lawrence, seconded by Allouez to approve the invoice for wholesale water purchase between Ledgeview and Bellevue resulting from a water system emergency.

MOTION UNANIMOUSLY APPROVED

8. Report of 2019 MPU water purchase expenses

Sparacio provided an overview of the annual water purchase expenses analysis. He highlighted areas of change from last year's report. There were no questions or comments on the 2019 report.

9. Financial report

Sparacio presented the February financial statements. Budget and financials are tracking as expected. He will monitor impacts of the current economic downturn on investment earnings but also noted that the Water Authority's portfolio consists mainly of very stable bonds and treasuries.

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

MOTION UNANIMOUSLY APPROVED

10. Bill payment list

Sparacio stated that the March bill payment list has no changes from that provided in the meeting materials. He is requesting approval of the bill payment list.

Motion made by Lawrence, seconded by Ledgeview to approve the bill payment list.

MOTION UNANIMOUSLY APPROVED

Technical Committee Recommendations:

11. None

Project Update and Status Reports:

12. Engineer's report

Rosenbeck reported on the Bayshore Drive sewer relocation project in Manitowoc. One of our follow-up actions is to develop a specification to help guide construction projects to properly handle excavations near the Water Authority transmission main. There are questions as to the enforceability of such a specification, but it would be helpful to have. Sparacio added that the Water Authority attorney is reviewing the enforceability question for us. Another follow-up action was to have McMahon begin to conduct a joint review of all construction projects near the transmission main. This joint review process is underway.

Rosenbeck reported on progress with the chlorine monitoring modifications project. McMahon is in the process of interviewing the members who regularly boost chlorine to understand their needs toward the design. He then reported that the CTH R bridge reconstruction project continues to go well. There have been no issues or concerns with vibration reaching the water main to date.

Rosenbeck then reported on Lake Michigan water levels as they relate to the transmission main along Memorial Drive in Manitowoc. There has been severe erosion along the shoreline, and in some places, that erosion is intersecting with the trench location for the water main. McMahon is gathering data and enlisting the assistance of a geotechnical engineer to assess the potential risk to the pipeline. He discussed design considerations and a potential source of funding assistance through the US Army Corp of Engineers. Stabilization of the shoreline may be a two phased process with both short-term and longer-term elements.

Sparacio added that he has been in regular communication with the City of Manitowoc on this, and they have been very good to work with. The starting point is to complete the risk assessment so that we have a baseline for decision making. He is also working to ensure that all the right parties are involved in the discussion.

Geoff Farr stated that he is very concerned about the impact of the rising lake level, as they have been dealing with this issue in Howard as it impacts their local infrastructure. Chris Sampson asked for clarification on the scope of the problem. Rosenbeck responded that the Water Authority transmission main runs along Lake Michigan for about 3,000 feet. Of that 3,000 feet, the main is very close to the shoreline for about 700 linear feet. Of that 700 feet, there are about 200 feet of transmission main where some immediate action appears to be warranted. Stabilization of the entire 700 feet will ultimately be needed.

Discussion continued on the likely distance between the pipeline and the eroded shoreline. Data is needed to answer this question definitively. Burdette asked what product Rosenbeck anticipates receiving from the geotechnical engineer and when. Rosenbeck responded that before the next Board meeting, he would expect to have a generalized risk assessment of the entire length of pipeline along the shore with specifics on the areas of concern and a set of remedial action options. He is concerned about the timing of remedial actions due to the low availability of contractors right now. His objective would be

installation of some temporary measures this late spring or summer with a final solution implemented thereafter.

Delo asked for details on the kinds of anticipated remedial actions. Rosenbeck described the type of revetment stone that would be used. Delo asked whether moving the transmission main should be considered. Rosenbeck responded that moving the pipe is not being considered, but he does expect cooperation by the other parties toward stabilization of the shoreline. Discussion continued on the dynamics of shoreline erosion and design options. Delo responded that one of the options considered for the long-term should be moving the pipe to a better location.

Sampson asked for clarification on how installing a short section of revetment could increase erosion at other locations along the shoreline. Rosenbeck responded that this is not of concern for the short-term. Any temporary remedial actions will be geared toward getting us through the upcoming year before more extensive actions are taken to fully protect the shore.

13. 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 he is expecting to receive an insurance claim from a property owner in De Pere whose sewer lateral may have settled over the Water Authority trench and eventually broke. Sparacio also explained that the appearances by MPU will have to be rescheduled for another time due to the current travel restrictions. Nilaksh Kothari and Dave Diedrich send their regrets. He then provided an update on discussions with potential new members.

Old Business

14. None

New Business:

15. Proposal for Strategic Plan Update

Sparacio noted that the scope of the strategic plan update process is detailed in the proposal and his written report. He is recommending approval of the proposal and requesting authorization to sign in acceptance.

Motion made by De Pere, seconded by Howard to approve the proposal from David Yeghiaian for a Strategic Plan Update and to authorize the General Manager to sign in acceptance.

MOTION UNANIMOUSLY APPROVED

Next Meeting:

The next meeting is scheduled for April 22nd, 2020.

Adjourn:

Motion made to adjourn at 3:55 p.m.

MOTION UNANIMOUSLY APPROVED

Respectfully submitted,
Nicolas Sparacio