

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, April 22, 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 video conference)
Bellevue – Diane Wessel (via video conference)
De Pere – Larry Delo (via video conference)
Lawrence – Patrick Wetzel (via video conference)
Ledgeview – Sarah Burdette (at meeting site and via video conference)

Excused: Howard

Also Present: Nic Sparacio, General Manager (via video conference)
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 De Pere, seconded by Allouez to approve the agenda.

MOTION UNANIMOUSLY APPROVED

Approval of Minutes:

2. March 25, 2020 regular meeting

Motion made by Allouez, seconded by Bellevue to approve the minutes of the regular meeting of March 25, 2020.

MOTION UNANIMOUSLY APPROVED

Public Comment:

3. None

Appearances:

4. None

Administrative Actions & Reports:

5. Updated long-range financial model

General Manager Sparacio presented the updated long-range financial model noting the changes from last year's model and the new scenarios tested this year. Two additional years were added to the model, so it now extends out to 2042. Water consumption figures were reduced based on trends and to be conservative with revenues. Some expense categories were adjusted, and a funded depreciation account was created based on last year's discussion. The model includes the current trajectory and various scenarios for adding new customers. Burdette asked for questions and stated that the Board appreciates the financial modeling efforts as a tool for budget time and for the growth management process. There were no questions on the financial models at this time.

6. Financial report

Sparacio presented the March financial statements. Budget and financials are tracking as expected. He noted that the May 1st loan and bond payments will be made next week.

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

MOTION UNANIMOUSLY APPROVED

7. Bill payment list

Sparacio stated that the April bill payment list has no changes from that provided in the meeting materials. He noted that there is a capital project payment on the list which will come up later on the agenda, and that the annual AMI hosting fee invoice is included in this list. He is requesting approval of the bill payment list.

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

MOTION UNANIMOUSLY APPROVED

Technical Committee Recommendations:

- 8. Approval of (deduct) Change Order #1 for Water System Improvement Project (Contract A) in the amount of -\$4,983.50**

Sparacio reported that this item is related to the Howard Booster Control Valves project, and that McMahon worked with the contractor to clear up how the programming allowance was to be used. This change order reflects that correction. The Technical Committee has reviewed this change order, and the project is complete.

Motion made by De Pere, seconded by Lawrence to approve Change Order #1 for Water System Improvement (Contract A) in the amount of -\$4,983.50.

MOTION UNANIMOUSLY APPROVED

- 9. Approval of final payment request from Reeke-Marold, Inc. in the amount of \$7,511.20**

Sparacio explained that this item is also related to the Howard Booster Control Valves project, and this final payment amount is revised based on approval of Change Order #1 (in the previous agenda item). This final payment would be made from retainage, and the Technical Committee has reviewed the payment request.

Motion made by Lawrence, seconded by Allouez to approve final payment to Reeke-Marold, Inc. on Water System Improvement Project – Contract A in the amount of \$7,511.20.

MOTION UNANIMOUSLY APPROVED

- 10. Approval of McMahon Task Order #6 for 48-inch Pipeline Assessment Along Maritime Drive**
Sparacio stated that the needs for this project have evolved as we improve our understanding of the issue. This task order specifies the needed skill sets, anticipated scope of work, and estimated budget. The Technical Committee has reviewed the task order and is recommending approval.

Motion made by Allouez, seconded by De Pere to approve McMahon Task Order #6 for 48-inch Pipeline Assessment Along Maritime Drive.

MOTION UNANIMOUSLY APPROVED

- 11. Approval of U.S. Army Corps of Engineers Section 14 of the of the Flood Control Act funding request letter**

Sparacio presented the draft letter requesting federal funds to assist with the Lake Michigan shoreline erosion issue. He reported that the City of Manitowoc Common Council approved the joint letter earlier this week. He noted that timing will be a challenge with this program. The Water Authority needs to act quickly to address this issue, but this program takes multiple years to reach implementation if funding is awarded. He explained that a project partnership agreement with the City of Manitowoc would be needed if funds are awarded. That agreement must specify project responsibilities, cost-sharing plans for matching funds, and future maintenance responsibilities as required under the Section 14 program.

Larry Delo asked for clarification on the future maintenance responsibilities. Sparacio responded that any infrastructure financed under this program must be maintained by the local sponsoring agencies. The agreement with the City will need to specify how those future costs will be addressed and whether the Water Authority is going to be involved in that.

Chris Sampson asked for an explanation of why the Wisconsin Department of Transportation (DOT) is not also a party to this request. Sparacio responded that there are two reasons that DOT staff have provided as to why they are not getting involved in this issue. First, this portion of STH 42 is considered a "Connecting Highway," so the larger balance of responsibility for this road goes to the City of Manitowoc. The second reason given is that in terms of comparison with other state highways experiencing erosion damage, this stretch is not bad enough to make it a state priority. Sparacio continued that the Technical Committee has reviewed the letter and is recommending approval.

Motion made by De Pere, seconded by Lawrence to approve the U.S. Army Corps of Engineers Section 14 of the of the Flood Control Act funding request letter.

Delo asked whether any legislative letters of support have been requested. Sparacio reported that he has reached out to State legislators to make them aware of this issue, and there appears to be a willingness to provide letters of support. There was a consensus that Federal legislators should also be contacted given that the Water Authority is now seeking Federal funds on this issue. Burdette called for a vote on the motion.

MOTION UNANIMOUSLY APPROVED

Project Update and Status Reports:

12. Engineer's report

Rosenbeck provided updates on several engineering efforts. Work continues on developing a specification to help guide construction projects to properly handle excavations near the Water Authority transmission main. McMahon and the Technical Committee have continued to discuss chlorine analyzer modifications at the local connection stations. Programming modifications are underway at the Finished Water Pump Station in Manitowoc. And there continues to be no issue with vibration reaching the transmission main from work on the CTH R bridge reconstruction project.

Rosenbeck then presented the results of the 48-inch pipeline assessment along Maritime Drive. The Water Authority and McMahon worked together to compile data from the original pipeline construction including soil borings, trench backfill compaction tests, and construction field notes. McMahon acquired the assistance of a geotechnical firm, ECS, to interpret these data. The history of Lake Michigan water levels, forecasted water levels, and related trends were also considered.

The extent of current erosion was surveyed by McMahon for about 7,000 feet of the Lake Michigan shoreline in Manitowoc – from the north shore of the Manitowoc River to Johnston Drive. The potential threat to the Water Authority transmission main was then assessed and categorized over this length of shoreline. About 400 feet of the surveyed shoreline area was of greatest concern, and another 870 feet was also of concern. These areas of concern were distributed within two particular stretches of the shoreline – along Maritime Drive from the Little Manitowoc River south to the area near the Manitowoc Yacht Club, and along Memorial Drive north of the wayside parking lot heading toward Johnston Drive.

McMahon developed five different options for addressing the areas of concern. These options vary in the extent of shoreline treatment included and whether the remediation measures are designed as temporary or permanent. For the temporary options, it is assumed that they may need to be removed if a different permanent solution is installed in the future. The cost of each alternative was provided including an estimated cost of moving a portion of the transmission main away from the shoreline which was included for comparison.

Delo asked whether temporary water lines could be used to reduce the length of an outage if the transmission main was moved. Rosenbeck responded that this is possible. The main variable that seems to extend the timeline for these large diameter pipes is the disinfection and flushing process. The availability of contractors is another unpredictable variable.

Delo then asked how long a temporary erosion control measure could be expected to last. Rosenbeck responded that this is unknown. It depends on the future water level of the lake and the frequency and strength of weather events that come from the east. Discussion continued on lake-level cycles and weather trends. If the lake level recedes, the temporary measures might last for an extended period of time.

Burdette asked what the recommended timeline is for taking action. Sparacio responded that with this assessment completed, the discussion with the City of Manitowoc should continue as a next step. The Technical Committee should also see this report and provide feedback to the Board. He can report back to the Board with that additional context at the May meeting in order to support a timeline of taking action to install one of the options in summer or fall of this year.

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 updated the Board on the insurance claim from a property owner in De Pere whose sewer lateral may have settled over the Water Authority trench and eventually broke. This claim will be placed on the May agenda for consideration by the Board.

Diane Wessel had to leave the meeting at this time due to another commitment.

Old Business

14. 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 Lawrence, seconded by De Pere to go into closed session.

ROLL CALL VOTE WAS TAKEN: All ayes.

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

ROLL CALL VOTE WAS TAKEN: All ayes.

New Business:

15. None

Next Meeting:

The next meeting is scheduled for May 27th, 2020.

Adjourn:

Motion made to adjourn at 5:20 p.m.

MOTION UNANIMOUSLY APPROVED

Respectfully submitted,
Nicolas Sparacio