

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 26, 2023 at the Town of Ledgeview Community Center, 3700 Dickenson Road, De Pere, WI, and via video conference.

Present: Allouez – Chris Sampson
Bellevue – Ben Krumenauer
De Pere – Larry Delo (video)
Denmark – Susan Selner
Lawrence – Patrick Wetzel (video)
Ledgeview – Sarah Burdette

Excused: Howard

Also Present: Gary Rosenbeck, McMahon (video)
Nic Sparacio, CBCWA General Manager

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. (Attendees present via video conference are noted above with “video.”)

Approval of Agenda:

1. Approve agenda

Motion made by Allouez, seconded by Denmark to approve the agenda.

MOTION UNANIMOUSLY APPROVED

Approval of Minutes:

2. March 22, 2023 regular meeting

There were no revisions to the draft minutes.

Motion made by De Pere, seconded by Allouez to approve the minutes of the regular Board meeting of March 22, 2023.

MOTION UNANIMOUSLY APPROVED

Public Comment and Appearances:

3. None.

Administrative Actions & Reports:

4. Communication Planning

Sparacio reported on progress with the communication planning project. The Authority’s website went live with PFAS data and insights on April 3rd, and social media posts to draw attention to the website updates were released on April 20th and today. The focus moving

forward will be developing a media pitch and continuing to regularly post social media content.

5. Strategic Plan progress report

Sparacio provided an overview of progress toward implementation of the Water Authority's 2021-2023 Strategic Plan initiatives. He pointed out that the current plan was adopted in fall of 2020, and there have been significant changes since then. It may be time to start thinking about updating it again or perhaps creating an entirely new strategic plan. He then reviewed the plan and noted which strategies and tasks are on track per the timing milestones set by the plan, and which ones will need some timing adjustments or reevaluation. The Board discussed opportunities to expand water sales, the next steps for asset management planning, and potential opportunities to continue with cooperative purchasing. Upon discussion, there was a consensus that consistent effort is being made on strategic initiatives.

6. Water Authority mission and vision

Sparacio presented the draft mission and vision statement along with the results of the Board questionnaire that was provided at the last meeting. Reviewing the Board input also pointed to a consistent set of core values, so those core values have also been documented. The Board discussed the language of the vision statement and identified some revisions. Sparacio will revise the draft and present an updated version next month. There was an overall consensus that the draft is very respectful of the Board input and discussion at the previous meeting.

7. Financial report

Sparacio presented the March financial statements noting that interest income is vastly improved compared to this same time last year. He also reported that the annual May 1st debt payments will be made tomorrow with the assistance of the Board Treasurer. Susan Selner asked for updates on a few budget line items. Sparacio explained the status of the Dues and Subscriptions line and the Audit Services line.

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

MOTION UNANIMOUSLY APPROVED

8. Bill payment list

Sparacio presented the April bills noting that there are no changes to the list as provided in the meeting materials. He pointed out that the payment to NIS is also addressed under agenda item 9.

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

MOTION UNANIMOUSLY APPROVED

Technical Committee Recommendations:

9. Approval of payment to NIS for cell-to-cell survey work already completed

Sparacio reported that the follow-up communications with NIS went well, and there was a resulting adjustment to the outstanding invoice. He noted that the Technical Committee wanted to make it clear that although its recommendation is to approve the payment, there is no presumption that the Authority will continue to do additional work with NIS. It is

possible that NIS is the most qualified to meet our future needs, but we will also be requesting qualifications from other firms before we proceed.

Motion made by Lawrence, seconded by Bellevue to approve payment of the NIS invoice for cell-to-cell survey work already completed in the amount of \$7,912.75.

MOTION UNANIMOUSLY APPROVED

Project Update and Status Reports:

10. Engineer's report

Gary Rosenbeck reported on the final results of the cell-to-cell survey. The effort helped us to understand that the ductile iron pipe exists in a corrosive environment that needs to be further addressed. The next step is to find out whether the pipe can support a cathodic protection system. He then reported on progress with the emergency back-up supply study. It is proceeding on the basis of the Member emergency back-up wells and distribution system interconnections between the Members. The projected future water system demands have been updated based on population projections and future land use plans and have each been approved by the respective Technical Committee members. The goal of the effort is to present the options available to each Member for responding to various transmission system outage scenarios.

Larry Delo asked how the water use projections account for the future construction of the Southern Bridge. Sparacio responded that the new projections incorporate future land use acreages as identified in Member comprehensive plans. As the Members update their comprehensive plans to account for expected growth catalyzed by the Southern Bridge, the future water use projections can also be easily revised with that new data. He further explained that this new model also accounts for trends in per account water consumption by customer class which can be translated into matching land use categories. The trends toward decreasing water consumption per account and per acre continue to be strong with a few exceptions. Delo responded that it is important that the model can be updated, as De Pere expects to see significant land use impacts resulting from this future transportation connection.

Rosenbeck added that while the 2045 projections are now lower than the 2030 projections we had been relying on, they do still indicate significant growth in future water consumption. He believes that the updated 2045 projections are now realistic.

Ben Krumenauer asked whether the future projections can be translated into unit counts for different types of land use. He clarified that this would be related to available capacity in the water system. Sparacio responded that this is possible, and he will look into this.

11. Manager's report

Sparacio reported on items he has worked on over the last month and areas he plans to work on in the month ahead. There are no new problems or issues to report. Sparacio then provided an update on the Manitowoc Public Utilities (MPU) rate case with the PSC. The cost of service study and rate design were recently released along with the hearing schedule. The hearing schedule will take us into August as proposed. MPU and the Water Authority continue to work together on a cooperative approach to the contested case.

Old Business

12. None.

New Business

13. Proposed amendment to the Bylaws

Sparacio reported that this topic stems from the unique design of the Denmark connection station and the related amendments that are needed in Denmark's New Member Contract. As he began to review the proposed contract amendment with Attorney Kobza, it was discovered that the process for making contract amendments is not as clear as it should be. The intent is that amendments to New Member Contracts would follow the same process as approval of the original New Member Contract. This generally involved review and recommendation by the Membership Committee prior to action by the full Board to either approve or deny that recommendation. The proposed amendment to the Bylaws would clarify the role of the Membership Committee in the amendment process.

He then explained the process for amending the Bylaws. Now that the Water Authority has a Customer Member, the Executive Committee must first review and make a recommendation on any amendment to the Bylaws. If the Board would like to proceed, an Executive Committee meeting can be scheduled to occur just prior to the Board meeting next month. If the amendment is then approved, he would expect a Membership Committee meeting to be scheduled as part of the June or July Board meeting.

Burdette responded that this appears to be a necessary amendment to the Bylaws, so it makes sense to proceed. She then asked for confirmation that this process was communicated to Selner in advance of the meeting. Selner confirmed that it had, and that these are logical changes to make. There was a consensus that the Board wishes to proceed with considering the Bylaws amendment at the next meeting.

Next Meeting:

The next meeting is scheduled for May 24, 2023.

Adjourn:

Motion made and seconded to adjourn at 4:30 p.m.

MOTION UNANIMOUSLY APPROVED

Respectfully submitted,
Nicolas Sparacio