

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 27, 2022 at the Town of Ledgeview Community Center, 3700 Dickenson Road, De Pere, WI, and via video conference.

Present: Bellevue – Andrew Vissers (video)
De Pere – Larry Delo
Howard – Geoff Farr (video)
Lawrence – Patrick Wetzel (video)
Ledgeview – Sarah Burdette

Excused: Allouez

Also Present: Sean Gehin, Village of Allouez
Gary Rosenbeck, McMahan (video)
Lawrie Kobza, Boardman-Clark (video)
Jared Smith, Boardman-Clark (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 with “video.”)

Approval of Agenda:

1. Approve agenda

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

MOTION UNANIMOUSLY APPROVED

Approval of Minutes:

2. March 23, 2022 regular meeting

There were no revisions to the draft minutes.

Motion made by De Pere, seconded by Howard to approve the minutes of the regular Board meeting of March 23, 2022.

MOTION UNANIMOUSLY APPROVED

Public Comment and Appearances:

3. None.

Administrative Actions & Reports:

4. Updated Master Services Agreement from McMahon
Nic Sparacio reported that the updates to the Master Services Agreement are now complete. The Water Authority attorney and McMahon have both approved of the version that was provided to the Board. This contract now includes the provisions previously negotiated by the Water Authority, along with additional updates, and would be effective for the next three years.

Motion made by Lawrence, seconded by De Pere to approve the updated Master Services Agreement from McMahon.

MOTION UNANIMOUSLY APPROVED

5. Water Authority Purchasing Policy updates
Sparacio provided an overview of the current draft of the proposed purchasing policy and noted that legal review is still underway. No action is needed at this time, but he presented the draft for Board feedback and questions.

Larry Delo asked what the advantage is of using a sealed bid process. Sparacio responded that the bid process can be used to provide predictability and transparency. Attorney Kobza explained that the laws applying to the Water Authority do not require public bidding for its purchases. Discussion continued on whether better pricing is typically obtained through public bidding versus negotiating with vendors. There have been a variety of experiences with this, but the public bid process does increase administrative and bonding costs. It was concluded that public bidding can be waived under the proposed policy, and appropriate language can be used to provide flexibility within the selection process. Kobza added that there is case law that suggests that whatever process is chosen for a particular purchase, it should be followed through to completion. She also noted that the statutes do require the Water Authority to have performance bonds with construction contracts.

Geoff Farr asked whether the threshold for professional service RFPs should be higher. Sparacio responded that he is comfortable with \$20,000 given that the RFP process is not that burdensome. Farr then asked whether the McMahon task orders coming up on the agenda would require the use of an RFP process. Sparacio responded that this should fall under the Designated Professionals services that do not require an RFP unless the Board specifically requires it. He will clarify the related language in the draft policy. A revised draft will be provided for the May meeting.

6. Financial report
Sparacio presented the March financial statements and noted that the 2021 audit adjustments should start to appear in next month's financial report.

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

MOTION UNANIMOUSLY APPROVED

7. Bill payment list

Sparacio confirmed that there are no changes to the bill payment list as provided in the meeting materials. He gave background on some of the key expenses for the month.

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

MOTION UNANIMOUSLY APPROVED

Technical Committee Recommendations:

8. Approval of McMahon Task Order #9 for General Engineering Services

Sparacio reported that this item was tabled at the last meeting so that the updated Master Services Agreement could be approved. That is now complete, and the Technical Committee has recommended approval of this task order for general engineering services.

Motion made by Lawrence, seconded by De Pere to approve McMahon Task Order #9 for General Engineering Services.

MOTION UNANIMOUSLY APPROVED

9. Approval of McMahon Task Order #10 for Denmark Connection Station Metering and Controls

Sparacio reported that this item was tabled at the last meeting so that the updated Master Services Agreement could be approved. That is now complete, and the Technical Committee has recommended approval of this task order for design, bidding, and construction services related to the Denmark connection station.

Motion made by De Pere, seconded by Howard to approve McMahon Task Order #10 for Denmark Connection Station Metering and Controls.

MOTION UNANIMOUSLY APPROVED

10. Approval of the VFD installation bid from Sargent Electric

Sparacio explained that this is the next step in implementing the finished water pump station optimization plan. The new variable frequency drive has been delivered to Manitowoc Public Utilities (MPU), and MPU has obtained two quotes for installation. Sparacio then described the bid tabulation and reviewed the project budget. All costs are coming in within budget thus far. He then noted that the Technical Committee has also reviewed this and is recommending approval of the bid from Sargent Electric.

Motion made by Ledgeview, seconded by De Pere to approve the VFD installation bid from Sargent Electric.

MOTION UNANIMOUSLY APPROVED

Project Update and Status Reports:

11. Engineer's report

Gary Rosenbeck reported on progress with various projects including preventive maintenance for valves on the transmission main, the future connection with the Village of Denmark, possible changes with the MPU revenue meter, corrosion protection system maintenance, operation and maintenance services budgeting for the transmission main, and succession/continuity planning for engineering services. There were no questions on the engineer's report.

12. Manager's report

Sparacio provided a summary of items he worked on for the past month and his plans for the month ahead. There are no issues or concerns to report. He updated the Board on progress with the Green Bay Water MOU. He is expecting to have final feedback in May. The Board then discussed potential website updates related to water quality. There was a consensus that it would be beneficial to provide a link to the MPU website, as this is the water source for the Water Authority Members. Kobza explained the recent legislative updates on state-level standards for per- and polyfluoroalkyl substances.

Old Business

13. Update on negotiations with Manitowoc Public Utilities

Andrew Vissers left the meeting at this time due to another commitment. Sean Gehin left the meeting at this time. All others were present for the closed session.

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

ROLL CALL VOTE WAS TAKEN: All ayes.

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

ROLL CALL VOTE WAS TAKEN: All ayes.

There were no actions taken on this item.

New Business

14. None.

Next Meeting:

The next meeting is currently scheduled for May 25, 2022.

Adjourn:

Motion made and seconded to adjourn at 4:40 p.m.

MOTION UNANIMOUSLY APPROVED

Respectfully submitted,

Nicolas Sparacio