

## **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 28, 2021 at the Town of Ledgeview Community Center, 3700 Dickenson Road, De Pere, WI, and via video conference. Note that in light of ongoing public health concerns regarding COVID-19, Board members had the option of joining the meeting via telephone/video conference. Members of the public were offered the opportunity to either attend the meeting at the location noted above or to contact the Water Authority to obtain telephone or internet access to the meeting.

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**Present:** Allouez – Chris Sampson  
Bellevue – Diane Wessel  
De Pere – Larry Delo, Scott Thoresen  
Howard – Geoff Farr  
Lawrence – Kurt Minten  
Ledgeview – Sarah Burdette (in person), Lu Ann Pansier (in person)

**Also Present:** Gary Rosenbeck, McMahon  
Nic Sparacio, CBCWA General Manager (in person)

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The meeting was called to order at 2:45 p.m. (immediately following adjournment of the preceding Joint Meeting of Member Governing Bodies) by President Sarah Burdette of Ledgeview.

### **Roll Call:**

Roll Call was taken as recorded above. (Note that all attendees listed were present via video conference unless otherwise noted as “in person.”)

### **Approval of the Agenda:**

1. Approve agenda

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

**MOTION UNANIMOUSLY APPROVED**

### **Approval of Minutes:**

2. March 24, 2021 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 meeting of March 24, 2021.**

**MOTION UNANIMOUSLY APPROVED**

### **Public Comment:**

3. None

### **Appearances:**

4. None scheduled

**Administrative Actions & Reports:**

**5. Discussion on municipal COVID Relief/Rescue Plan Act funds**

Nic Sparacio introduced the memo he drafted based on last month's Board discussion. It explains the need for the emergency interconnection between the Water Authority and the Green Bay Water Utility and includes two options for potential cost-sharing. He had an initial conversation with Green Bay Water to ask for their consideration of using America's Rescue Plan Act (ARPA) funds, but he has not received a response from them at this time.

Board Members reported on the likely timing of local spending decisions related to ARPA. There is wide variety – some expect to move quickly, while others will wait until closer to 2024. Burdette added that the state budget may include additional COVID relief funds when it is rolled out in the next few months, so this may be another factor to consider.

Larry Delo stated that he believes the cost-sharing formula should consider future growth, as the infrastructure would meet long-term needs for emergency back-up. He recommends the use of projected future water use rather than relying on past water use trends. There was a consensus that a projected future water use scenario for cost-sharing makes more sense. Sparacio will add this option for any future draft of the memo.

Chris Sampson stated that his reaction to the cost-sharing breakdown is generally positive – the level of local contributions seems financially feasible. He then asked whether Sparacio factored in the Member water purchase rate impacts for the Water Authority's portion of the construction costs. Sparacio responded that the assumption behind the Water Authority cost-share is that it either represents new borrowing or a refunding of the existing debt with cash out to fund the project. That would mean that the Member water purchase rate either stays the same (rather than going down with a refunding) or increases to cover these costs.

Sparacio asked the Board how they picture using this information and whether they would like the memo finalized. There was a consensus that the memo, and in particular "The Request" section, does not need to be finalized at this time. The background sections ("The Need" and "Project Details and Cost") are helpful as written and can be used by the Members in draft format.

Gary Rosenbeck added that he would like to further refine the estimated project cost before the process advances. Upon discussion, there was agreement that a detailed cost estimate is not needed at this time, but Rosenbeck will assemble some additional background information on the pipeline route and construction cost trends. Sparacio clarified that the 2012 estimated project cost was \$12.7 million, so the current estimate of \$15 to 16 million simply reflects an inflation factor.

**6. Financial report**

Sparacio presented the March financial statements. Budget and financials are generally tracking as expected for this time of year. Interest income is the exception, as it is tracking lower than expected. This account primarily represents growth in the investment portfolio, which can gain or lose value due to its nature as investments. Sparacio reported on

investment performance and his recent conversations with Johnson Financial. No budget adjustments are needed at this time, but he will continue to monitor progress. Sparacio also noted that the May 1<sup>st</sup> debt payments have been made.

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

**MOTION UNANIMOUSLY APPROVED**

**7. Bill payment list**

Sparacio reported that there are no changes to the April bill payment list. The bills remain as presented in the agenda materials, and he is requesting approval. Sparacio then provided an update on use of the Water Authority credit card including some additional monthly bills that have been moved to the credit card for more timely payment. This includes charges from Spectrum for office internet service and charges from Elecsys for the cellular communications on the corrosion protection system.

**Motion made by De Pere, seconded by Lawrence to approve the bill payment list as presented.**

**MOTION UNANIMOUSLY APPROVED**

**Technical Committee Recommendations:**

**8. None**

**Project Update and Status Reports:**

**9. Engineer's Report**

Gary Rosenbeck reported on the Emergency Interconnection Evaluation project and the VFD installation at the Finished Water Pump Station. He would like to talk soon with Green Bay Water regarding the potential for emergency interconnections at the local scale. MPU has released the request for bids on the VFD procurement.

**10. 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. The ARPA funding presented several opportunities for outreach to communities along the transmission main. The EPA Lead and Copper Rule Revisions represent significant efforts for local water utilities, so the Board should be aware of this.

**Old Business**

**11. None**

**New Business**

**12. Resolution 2021-01 Approving the 9th Amendment to the Central Brown County Water Authority Water Purchase and Sale Contract**

Burdette stated that this resolution positions the Board to act on the 9<sup>th</sup> Amendment today if everyone is ready. They also have the option of delaying action to a future meeting if Members would prefer to review and consider this further.

**Motion made by De Pere, seconded by Howard to adopt Resolution 2021-01 and to implement volume-based charges to the Charter Members beginning with January of 2022 water service.**

Burdette thanked the members of the Growth Management Task Force for all their efforts on the 8<sup>th</sup> and 9<sup>th</sup> Amendments over the last year. Their hard work has made this a very smooth process. She then called for action on the motion.

**MOTION UNANIMOUSLY APPROVED**

**Next Meeting:**

The next meeting is scheduled for May 26, 2021. Burdette stated that everyone is welcome to attend the meetings in-person in Ledgeview, but the video conference format will be maintained as an option as well.

**Adjourn:**

**Motion made and seconded to adjourn at 3:20 p.m.**

**MOTION UNANIMOUSLY APPROVED**

Respectfully submitted,  
Nicolas Sparacio