

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, May 26, 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.

Present: Allouez – Chris Sampson (in person)
Bellevue – Diane Wessel
De Pere – Larry Delo (in person)
Howard – Geoff Farr
Lawrence – Patrick Wetzel
Ledgeview – Sarah Burdette (in person)

Also Present: Andrea Jansen, Baker Tilly
Nic Sparacio, CBCWA General Manager (in person)

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. (Note that all attendees listed were present via video conference unless otherwise noted as “in person.”)

Approval of the Agenda:

1. Approve agenda

Burdette noted that Andrea Jansen of Baker Tilly is present relative to the 2020 Audit Report (agenda item 6).

Motion made by Allouez, seconded by Lawrence to take item 6 prior to item 5 and to approve the agenda.

MOTION UNANIMOUSLY APPROVED

Approval of Minutes:

2. April 28, 2021 joint meeting of Member governing bodies
There were no revisions to the draft minutes.

3. April 28, 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 April 28, 2021 joint meeting of Member governing bodies and the regular Board meeting of April 28, 2021.

MOTION UNANIMOUSLY APPROVED

Public Comment and Appearances:

4. None.

Administrative Actions & Reports:

6. 2020 Audit Report

Burdette introduced Andrea Jansen of Baker Tilly, the Partner in charge of the Water Authority's 2020 audit. Jansen presented highlights of the 2020 audit noting specifically that this was another clean audit and that the Water Authority continues to be in a strong financial position. Baker Tilly will issue the final audit reports pending the authorization of the Management Representations letter by the Water Authority. She also pointed out that GASB 87 may impact future audits relative to lease accounting.

Motion made by De Pere, seconded by Howard to approve 2020 Audit Report and to authorize signing the Management Representations letter.

MOTION UNANIMOUSLY APPROVED

5. Strategic Plan progress report

Sparacio provided an overview of progress toward implementation of the Water Authority's 2021-2023 Strategic Plan initiatives. Most strategies and tasks are on track per the timing milestones set by the plan. Sparacio noted that he would like to extend the timeline for tasks related to the anticipated 2021 bond refunding. Since the advance refunding did not proceed, these tasks should be pushed to 2023, just prior to the scheduled call date when greater savings can be experienced. There was a consensus that this is an appropriate change to make. The Board further discussed the purpose of the asset management task and the pending updates to the Emergency Response Plan.

7. Comments on proposed WDNR Municipal Water Systems WPDES General Permit

Sparacio described the background for the WPDES general permit that applies to certain operations of municipal water utilities and its potential impacts on the Water Authority and its Members. May 22nd was the deadline for public comments on the proposed permit renewal, so that timeline required the Water Authority's letter to be submitted prior to the Board meeting. Several of the Member utilities submitted similar letters, as did many other utilities and water organizations around the state. There were no objections from the Board on the content of the Water Authority letter.

8. Public communication related to water quality and testing

Sparacio reported on the media event that occurred on May 4th and the efforts made by the Water Authority to be prepared for any public inquiries related to the status of Per- and Poly-Fluoro Alkyl Substances (PFAS). The status of PFAS is important to the Water Authority as it may impact public health if found in drinking water sources. MPU has tested its water source for PFAS in the past (none were detected) and is planning for another round of testing in the near future. He further stated that, at this time, no related inquiries have been received by the Water Authority or its Member water utilities.

Larry Delo asked whether it is likely that there will be testing required for the emergency back-up wells. Sparacio responded that it seems unlikely due to their nature as emergency back-up sources, and due to the classification of PFAS as a long-term exposure health risk.

Potential applicability to the emergency back-up wells will be monitored as Wisconsin's PFAS regulations are finalized.

9. 2021-2022 commercial liability insurance renewals

Sparacio presented the liability insurance renewal quote from EMC. Although the Water Authority continues to annually increase its budgeted amounts for insurance expenses, this renewal quote is once again over budget. However, while EMC is actively defending a potential claim, he would not recommend attempting to change insurance carriers. He is recommending approval of the renewals and requesting authorization to bind the coverages.

Motion made by De Pere, seconded by Bellevue to approve the 2021-2022 commercial liability insurance renewals from EMC and to authorize the General Manager to bind all policies.

MOTION UNANIMOUSLY APPROVED

10. Financial report

Sparacio presented the April financial statements. He noted that investment income has now flipped to positive for the year and continues to grow, cash balances remain high as the year's capital costs are still out ahead of us, and the 2020 audit adjusting entries have been made by the accountant. He is requesting approval of the April financial statements.

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

MOTION UNANIMOUSLY APPROVED

11. Bill payment list

Sparacio reported that there are no changes to the May bill payment list. The bills remain as presented in the agenda materials, and he is requesting approval.

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

MOTION UNANIMOUSLY APPROVED

Technical Committee Recommendations:

12. Approval of proposal from NIS for Annual Corrosion System Survey

Sparacio explained that the annual corrosion protection survey work will cover the steel pipe this year. The concrete and ductile iron sections are now on a cycle to be surveyed every two to three years. The Technical Committee has reviewed the proposal and is recommending approval. He further reported that Board action is probably not needed for this item in the future, as we now have a good routine in place for managing this service, it now has its own budget line, and he can keep the Technical Committee informed of this for awareness. There was a consensus that the annual corrosion system survey has become routine and does not need Board approval if it proceeds within budget.

Motion made by De Pere, seconded by Allouez to approve the proposal from NIS for the Annual Corrosion System Survey.

MOTION UNANIMOUSLY APPROVED

- 13.** Inclusion of proposal from NIS for Cell-to-Cell Survey of Ductile Iron Pipe in 2022 CIP
Sparacio reported that this additional corrosion survey is a one-time, or infrequent service (every 10 to 15 years), and the need stems from the ductile iron main break that occurred last year in De Pere. This cell-to-cell survey will provide a condition assessment of all the ductile iron transmission main in order to get out ahead of any other premature pipe deterioration that might be taking place. This is an intensive process, and the cost is not reflected in the 2021 budget. The Technical Committee and our engineer have discussed the level of urgency for completing the cell-to-cell survey, and there is a comfort level with having the work done in 2022. The recommendation is to include this service in the 2022 capital budget.

Burdette asked whether NIS is likely to honor the cost they have provided in the proposal. Sparacio responded that while they would not be obligated to maintain the quoted cost, NIS has a track record of completing its work for the Water Authority well within the estimates they provide. He has asked NIS to provide an updated cost as soon as possible for 2022 planning and budgeting purposes. Discussion continued around the likely cause for the main break in De Pere.

Project Update and Status Reports:

14. Engineer's Report

Sparacio stated that Gary Rosenbeck sends his regrets as he is not able to attend today. Rosenbeck had asked Sparacio to report on the progress being made with the emergency back-up water supply evaluation. The data gathering is nearly complete, and the process of scenario building is underway. A meeting is scheduled for June 2nd to facilitate detailed discussion with several of the Members on potential use of their system interconnections.

15. 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.

Old Business

16. 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 De Pere, seconded by Bellevue to go into closed session.

ROLL CALL VOTE WAS TAKEN: All ayes.

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

ROLL CALL VOTE WAS TAKEN:

Allouez – aye

Howard – aye

Bellevue – aye

Lawrence – excused

De Pere – aye

Ledgeview – aye

No action was taken – discussion only. Note that Patrick Wetzel left the meeting during the closed session in order to attend to another commitment.

New Business

17. None

Next Meeting:

The next meeting is scheduled for June 23, 2021.

Adjourn:

Motion made and seconded to adjourn at 4:55 p.m.

MOTION UNANIMOUSLY APPROVED

Respectfully submitted,
Nicolas Sparacio