

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, June 23, 2021 at the Town of Ledgeview Community Center, 3700 Dickenson Road, De Pere, WI, and via video conference.

Present: Allouez – Chris Sampson
De Pere – Larry Delo
Howard – Geoff Farr (video)
Lawrence – Patrick Wetzel (video)
Ledgeview – Sarah Burdette

Excused: Bellevue

Also Present: 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 the Agenda:

1. Approve agenda
Motion made by De Pere, seconded by Lawrence to approve the agenda.
MOTION UNANIMOUSLY APPROVED

Approval of Minutes:

2. May 26, 2021 regular meeting
There were no revisions to the draft minutes.
Motion made by Allouez, seconded by De Pere to approve the minutes of the regular Board meeting of May 26, 2021.
MOTION UNANIMOUSLY APPROVED

Public Comment and Appearances:

3. None.

Administrative Actions & Reports:

4. Board meeting location and format
Nic Sparacio asked the Members whether there is any desire to move the Board meeting location back to De Pere City Hall and whether there is a desire to maintain the option of participating via video conference. Upon discussion, there was a consensus that the virtual attendance option should be maintained. Burdette asked the Members to be sure to provide any feedback relative to the effectiveness of participating via the video

conferencing system. Her goal is to ensure that everyone can fully engage in the discussion, so please speak up about any challenges to that.

Burdette asked whether Sparacio has any preferences on location. Sparacio responded that Ledgeview's video conferencing system works very well, and that he does not see any challenges to allowing full public access to the Water Authority's meetings as long as we continue to use that system. He continued that he prefers the dynamics of in-person meetings but understands that the video conferencing option is also helpful. If we would like to maintain that option, then he recommends that we continue to host the meetings in Ledgeview in order to make use of their video conferencing system.

There was a consensus that the Board meetings will remain in Ledgeview. Burdette further stated that the Members should provide feedback along the way, and we will remain open for any potential improvements. No action was taken.

5. Potential revisions to joint local water authority statute

Sparacio reported that Attorney Kobza approached him with the opportunity to pursue the statutory changes necessary to allow the Water Authority to sell water to large industries outside of current Member municipal boundaries. This is included in the Strategic Plan with action steps scheduled for the 2023 to 2024 timeframe, but Attorney Kobza believes there may be an opportunity to proceed sooner based on other water utility-related legislative priorities that have also gained traction in recent months.

The Board discussed the kinds of industrial customers that it would potentially serve along with concerns for potential conflicts between retail customer interests and the growth of current and future members. Geoff Farr stated that he would imagine primarily offering service to industries that are not near any existing municipal water system. We would prefer to continue selling water to municipal members rather than individual businesses. Larry Delo asked whether we would consider selling water to a new industry that would choose to locate a facility due to the availability of a water source. Chris Sampson asked whether we would consider supplying water to large agricultural operations. Discussion continued around the controversy that can surround large water users related to zoning and economic competition. It would be ideal to have a balance of flexibility and clarity in the statute to define the types of potential industrial customers that could be served.

There was a consensus that additional discussion is needed on this topic. The Board would like additional information on the pros and cons of opening up the joint local water authority statute. However, there was also agreement that Attorney Kobza get started on the registration process to be prepared while this discussion is ongoing.

Motion made by Allouez, seconded by Howard to authorize the General Manager to register as the principal and Attorney Kobza to register as a lobbyist on behalf of the Water Authority.

MOTION UNANIMOUSLY APPROVED

6. Financial report

Sparacio presented the May financial statements. He updated the Board on the water purchase expense to date, as the monthly invoice was received just prior to the meeting. Budget and financials are tracking as expected. He is requesting approval of the May financial statements.

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

7. Bill payment list

Sparacio confirmed that the Members received the June bill payment list via email. He explained several of the charges reflected in the June bills and requested approval.

Motion made by Howard, seconded by De Pere to approve the bill payment list as presented.
MOTION UNANIMOUSLY APPROVED

Technical Committee Recommendations:

8. Approval of resiliency and cybersecurity additions to the Emergency Response Plan
Sparacio reported on the proposed additions to the Water Authority's Emergency Response Plan (ERP). He further explained that this is being brought to the Board's attention as some of the related topics were addressed in the strategic planning process last fall. In particular, the Board was interested in ensuring that we continue to monitor erosion conditions and water levels for those portions of the pipeline that are located near Lake Michigan. Other related topics include business continuity planning for key consulting resources and asset management planning. He is recommending that the Board take action to approve these additions to the ERP if they find that the related concerns have been addressed.

Motion made by De Pere, seconded by Allouez to approve the resiliency and cybersecurity additions to the Emergency Response Plan.

Discussion then continued on cybersecurity at MPU. Sparacio will follow up on these questions. Burdette then called for a vote on the motion.

MOTION UNANIMOUSLY APPROVED

9. Approval of updated water service proposals to Suamico and Denmark

Sparacio reported on the status of the 9th Amendment and provided an overview of the updated water service proposals to the Villages of Suamico and Denmark. The 9th Amendment was effective as of May 18th, so the proposals can be finalized under the approved terms. There was a consensus that the Suamico proposal should be distributed widely to their local decision makers given the timing of their current water supply discussions.

Motion made by De Pere, seconded by Ledgerview to approve the updated water service proposals to the Villages of Suamico and Denmark.
MOTION UNANIMOUSLY APPROVED

10. Acceptance of the VFD procurement bid presented by MPU contingent upon satisfactory discussion on the bid alternate item for critical spare parts

Sparacio reported on the status of the Variable Frequency Drive (VFD) procurement and installation project. The most significant costs in this project are now known, and those costs are landing well within budget. There were three bid alternate items, beyond the VFD itself, that were included by MPU. One of those alternates was the procurement of critical spare parts, and there is some ongoing discussion with MPU related to this. Sparacio has obtained guidance from Attorney Kobza as to how to respond to these additional items within the project agreement that is governing this work.

He further explained that he does not want to delay the work but does want to make sure that MPU has a comfort level with what they are receiving under this project. With that in mind, he is recommending approval of the Werner Electric bid as presented by MPU along with correspondence to MPU approving of the changes in the scope of work under the related Project Agreement. The correspondence will incorporate our attorney's advice, and Sparacio will continue the conversation with MPU staff to ensure that we agree on the future maintenance cost responsibilities.

Motion made by Howard, seconded by De Pere to approve the Werner Electric bid as presented by MPU and to provide correspondence to MPU approving of the changes in the scope of work under the related Project Agreement.

MOTION UNANIMOUSLY APPROVED

Project Update and Status Reports:

11. Engineer's Report

Gary Rosenbeck is excused from today's meeting. The Board will look forward to the Engineer's Report next month.

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 at this time. He noted that Troy Adams, MPU General Manager, will be attending the July 28th Board Meeting as our guest, and Sparacio will be attending the MPU Commission meeting on July 12th. Burdette stated that she received much positive feedback regarding the water system tour that took place on Tuesday. Ledgeview staff said it was very informative and enjoyable.

Old Business

13. None

New Business

14. None

Next Meeting:

The next meeting is scheduled for July 28, 2021.

Adjourn:

Motion made and seconded to adjourn at 4:05 p.m.

MOTION UNANIMOUSLY APPROVED

Respectfully submitted,
Nicolas Sparacio