

## 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 24, 2020 at the Town of Ledgeview Community Center, 3700 Dickenson Road, De Pere, WI, and via video conference. Note that in light of 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 hear the meeting broadcast live at the location noted above or to contact the Water Authority to obtain telephone access to the meeting.

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**Present:** Allouez – Christopher Sampson  
Bellevue – Andy Rowell (via video conference)  
De Pere – Larry Delo (via video conference)  
Howard – Goeff Farr (via video conference)  
Lawrence – Patrick Wetzel (via video conference)  
Ledgeview – Sarah Burdette

**Also Present:** Nic Sparacio, General Manager  
Gary Rosenbeck, McMahon Assoc. (via video conference)

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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.

### 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 27, 2020 regular meeting

**Motion made by De Pere, seconded by Lawrence to approve the minutes of the regular meeting of May 27, 2020.**

**MOTION UNANIMOUSLY APPROVED**

### Public Comment:

3. None

### Appearances:

4. None

### Administrative Actions & Reports:

5. Update on Strategic Plan implementation

General Manager Sparacio provided an overview of progress toward implementation of the Water Authority's 2018-2020 strategic plan initiatives. Andy Rowell stated, regarding

potential emergency interconnections with Green Bay Water, that Bellevue has included in its Capital Improvement Program to construct a local level interconnection within five years. Achieving this would allow Bellevue to retire one of its groundwater wells. Larry Delo asked whether we have had conversations with Wisconsin Department of Natural Resources regarding potential grant funds. Sparacio responded that this conversation with WDNR is ongoing, and the Water Authority will submit a notice of intent to apply for available funds once that system is back up and running in August. Burdette reminded the Board that our strategic plan update meetings have been set for October 5<sup>th</sup> and 9<sup>th</sup>.

**6. Report on expenditures related to Lake Michigan shoreline erosion**

Sparacio reported on the emergency repairs made to the Lake Michigan shoreline in Manitowoc. Due to the continuing erosion that has intensified with several recent storms, he worked with the Water Authority engineer to make a decision to proceed with some immediate repairs to the shoreline. This decision was made because the erosion had exposed an underground element of a valve access manway and has continued to expose and disturb the constructed trench material. This emergency work has been completed, and the quality of the work meets the Water Authority's expectations. Geoff Farr joined the meeting at this time.

Burdette thanked Gary Rosenbeck for putting this response together so quickly and having developed this relationship with the contractor to ensure their availability.

**Motion made by De Pere, seconded by Lawrence to approve the estimates and scope of work from Translink Services LLC for emergency repairs in an amount not to exceed \$38,500.**

Discussion then continued on the motion. Chris Sampson asked for clarification on how much of the shoreline was addressed with these repairs. Rosenbeck responded that in the area south of the Little Manitowoc River, the repair addressed about 300 of the 500 feet of concern. North of Waldo Boulevard, the repair addressed about 150 feet of the 300 feet of concern. The full length of moderate- to high-risk shoreline is about 800 feet, and the highest risk areas have now been addressed.

Rosenbeck reported on the ongoing discussions with the US Army Corp of Engineers. We continue to work toward the goals of making this first phase of the shoreline repairs compatible with a larger future project. One of the ongoing challenges is striking the right balance with the depth of engineering design that can be completed in a timely fashion. To stay on schedule, we need to have a design done in July so we can hire a contractor in August and have the work done in September. There were no further questions, so Burdette called for a vote on the motion on the floor.

**MOTION UNANIMOUSLY APPROVED**

**7. Modifications to 2020 Capital Improvement Program and operational project budgets**

Sparacio reviewed the current Capital Improvement Program (CIP) adopted as part of the 2020 budget, the proposed CIP adjustments for the rest of 2020, significant unbudgeted operation and maintenance expenses for the year, and an initial draft of the 2021 CIP. He detailed the anticipated costs for each 2020 capital project as adjusted and explained the

proposed adjustments to three operational budget accounts. These adjustments shift budgeted funds based on evolving needs since the 2020 budget was adopted. None of these adjustments increase total expenses for operations or for capital projects, but rather, result in a projected carry forward balance of capital funds to help with the 2021 CIP.

**Motion made by Howard, seconded by Lawrence to approve the amendments to the Operational budget and CIP as presented.**

**MOTION UNANIMOUSLY APPROVED**

**8. 2020-2021 commercial liability insurance renewals**

Sparacio explained that the Water Authority's liability insurance expires on July 1<sup>st</sup> every year. The proposed renewal of the insurance policies from Gallagher and EMC reflect a net increase of 7% over the current premiums. All key terms of coverage remain the same as the current policies. He further explained that he also reviewed the Water Authority's potential need for cyber liability coverage. Based on the information provided by the insurance provider, he is not recommending that a cyber liability policy be purchased. He is recommending approval of the insurance renewals as quoted by Gallagher and EMC.

**Motion made by Lawrence, seconded by Bellevue to approve the 2020-2021 commercial liability insurance renewals from EMC and to authorize the General Manager to bind all policies.**

**MOTION UNANIMOUSLY APPROVED**

**9. Financial report**

Sparacio presented the May financial statements. Budget and financials are tracking as expected. He noted that several accounts have been adjusted with the 2019 audit entries, so the audited figures are now included in the monthly financial statements.

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

**MOTION UNANIMOUSLY APPROVED**

**10. Bill payment list**

Burdette confirmed that the members have received the June bill payment list. Sparacio then presented the bill payment list in detail, as it was completed and sent to the Board on Tuesday. He noted that the claim settlement check as approved last month has been issued. Additionally, the engineering fees for McMahon include the Lake Michigan shoreline stabilization project, and the MPU payments include fees for the Finished Water Pump Station Optimization Study per the related project agreement. Rowell asked for clarification on several of the vendors and their charges and asked whether Sparacio is happy with our legal support from Boardman-Clark. Sparacio responded that Attorney Kobza is top notch and a great resource to the Water Authority. He noted some of the projects where she has been providing assistance.

**Motion made by Allouez, seconded by Bellevue to approve the bill payment list as presented.**

**MOTION UNANIMOUSLY APPROVED**

**Technical Committee Recommendations:**

**11. Approval of an easement related to the vacation of Johnston Drive in Manitowoc**

Sparacio summarized the key terms of the proposed utility easement that would remain in place after a portion of Johnston Drive is vacated. The easement would allow the owners to construct parking and limited landscaping over the utility easement, but only with written approval of the Water Authority. Attorney Kobza has worked actively on the document and has approved the attached draft. The owners are in agreement with the terms as well.

Sparacio further explained that the owners had recently notified him that there is an ownership issue that they need to work out before the easement can be finalized. They actually have two ownership entities involved in the affected parcels, so the document will need to be revised accordingly. With that in mind, he is modifying his recommendation to approve the easement by adding a contingency for legal approval of the final document. Substantively, there would be no further modifications.

**Motion made by De Pere, seconded by Lawrence to approve the easement related to the vacation of Johnston Drive in Manitowoc, contingent upon legal approval of the final document.**

**MOTION UNANIMOUSLY APPROVED**

- 12.** Approval of a proposal from NIS for Additional Groundbed and Test Station Installations  
Sparacio explained the need for this project, the main elements of the project, and how it would be funded. The total requested budget includes funds to cover NIS services as well as some additional electrical work. Burdette asked what the anticipated timing is for this work. Sparacio responded that it would likely be conducted this summer along with our corrosion protection system annual survey, which could be as soon as July.

**Motion made by Bellevue, seconded by Howard to approve the proposal from NIS for Additional Groundbed and Test Station Installations with a total budget of up to \$75,000 including all related work.**

**MOTION UNANIMOUSLY APPROVED**

- 13.** Report on WI-WARN status and progress

Sparacio reported that consideration of WI-WARN stemmed out of our last Emergency Response Plan tabletop exercise, where it was noted that we lacked agreements for mutual aid between Water Authority members at that time. Around the same time, the City of De Pere was leading an effort to draft an intermunicipal mutual aid agreement for public works services and equipment, including water. Since that time, none of the Members have adopted the WI-WARN resolution. However, all Members have instead adopted the intermunicipal agreement for the sharing of public works equipment and services. In fact, this agreement has been adopted by nearly every community in Brown County, which creates somewhat of a regional network for requesting mutual aid. There may still be some consideration for WI-WARN, but it is a lower priority at this point. The CBCWA Emergency Response Plan will be updated to reflect that these intermunicipal agreements are now in place.

**Project Update and Status Reports:**

- 14.** Engineer's report

Rosenbeck provided additional updates on the Lake Michigan shoreline stabilization project. He noted that we were able to mobilize the emergency repair very quickly because of the

relationships that he had worked to establish with the local contractors. McMahon already had engineering staff in Manitowoc for the Waldo Boulevard reconstruction project, so these personnel were able to easily provide onsite inspection of the contractor's work and review of material quantities.

Rosenbeck then updated the Board on the main break in De Pere. A 16-inch ductile iron pipe had corroded enough to allow development of two holes in a pipe section. This is not typical for such new ductile iron pipe, so our corrosion specialists will be coming to the site to investigate and install corrosion protection measures. Sparacio added that the investigation of the break also discovered a dent in the pipe indicating that the original installation may also be a factor in compromising its integrity. We will continue to work toward understanding whether this is an isolated incident or something systemic that we may need to address on a larger scale. Discussion ensued on various pipe materials and the history around how those material selections were made during the original design.

Rosenbeck added that the chlorine system project plans have been submitted to WDNR for review, and McMahon is obtaining contractor quotes for the work. Burdette asked whether the Central Storage tank inspections were rescheduled. Sparacio responded that the inspections were scheduled for today and completed this morning.

**15. Manager's Report**

Sparacio provided a summary of items he worked on for the past month and his plans for the month ahead. He noted that the Member Water Purchase Agreement amendments that the Growth Management Task Force is working on will be proposed in two parts. A first set of "clean-up" revisions will likely be ready for Board review at the July meeting. Then a second set of the substantive revisions will follow. This will allow the Member governing bodies to also participate in the process in more manageable chunks. Burdette added that Sparacio's two-year anniversary with the Water Authority is tomorrow.

**Old Business**

**16.** None

**New Business:**

**17.** None

**Next Meeting:**

The next meeting is scheduled for July 22<sup>nd</sup>, 2020. Potential agenda items include the sale of water by the Town of Lawrence to properties in the Village of Hobart. Patrick Wetzel reported that progress is being made on this agreement for water service.

**Adjourn:**

**Motion made to adjourn at 4:25 p.m.**

**MOTION UNANIMOUSLY APPROVED**

Respectfully submitted,  
Nicolas Sparacio