

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, July 22, 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.

Present: 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

Excused: Allouez

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

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.

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. June 24, 2020 regular meeting

Motion made by De Pere, seconded by Bellevue to approve the minutes of the regular meeting of June 24, 2020.

MOTION UNANIMOUSLY APPROVED

Public Comment:

3. None

Appearances:

4. None

Administrative Actions & Reports:

5. Water Authority office location and lease

General Manager Sparacio presented the specifics of the proposed new office location at 2920 S Webster Avenue. This location is more central to the Water Authority membership and would result in some savings on the related budget items. Sparacio would find this to be an improved location, both for the business of the Water Authority, and from a personal and convenience perspective. There are some edits in progress on a few details of the lease, so Sparacio is recommending approval of the office lease contingent upon final legal approval.

Larry Delo asked for clarification on the utility costs under this lease. Sparacio responded that all utilities are included in the monthly rent, except that the Water Authority would have to additionally pay for internet service.

Motion made by De Pere, seconded by Howard to approve the lease for 2920 S Webster Avenue and to authorize the General Manager to execute the lease contingent upon final legal approval.

Andy Rowell asked about the intended timeline for moving the office. Sparacio responded that he is hoping for a September 1st move, but he will work with the Village of Bellevue on that timing depending on how much notice is required in the current lease. Burdette called for a vote on the motion.

MOTION UNANIMOUSLY APPROVED

6. Recommendations of the Growth Management Task Force

Sparacio reviewed the two-phase process intended for consideration of the amendments to the Member Water Purchase Agreement. This is the first phase of “clean-up” amendments that will help to simplify the second round of more substantive amendments. Sparacio reviewed the nature of the clean-up amendments and asked for any questions on the recommendations of the Growth Management Task Force. There were no additional questions at this time.

Sparacio then reviewed the process for considering and adopting amendments to the Member Water Purchase Agreement. He presented a calendar of potential dates in the coming months for coordinating the timing of all the required steps. He asked for input from the Board on what time of day the joint meeting of the governing body representatives should be held. There was a consensus that attendance beyond Board members at these types of meetings is historically very limited and that a daytime meeting is sufficient to accommodate representatives of the governing bodies.

Sparacio presented the recommendation of the Growth Management Task Force that the Water Authority proceed with the proposed amendments to the Member Water Purchase Agreement as presented and schedule a joint meeting of the Member governing bodies for the review of these amendments.

Motion made by De Pere, seconded by Howard to proceed with the recommended set of proposed amendments to the Member Water Purchase Agreement and to schedule a joint meeting of the Member governing bodies for the review of these amendments.

MOTION UNANIMOUSLY APPROVED

Burdette stated that she is aware that the Growth Management Task Force has spent many hours working on getting us to this point. She thanked the Task Force members for their efforts thus far.

7. Financial report

Sparacio presented the June financial statements. Budget and financials are tracking as expected. He noted that the budget line item adjustments approved last month have been made as shown in the "Budget Versus Actuals" report. He then outlined the status of funds for the Lake Michigan shoreline stabilization project in Manitowoc. The preliminary budget for 2021 will be presented to the Board next month.

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

MOTION UNANIMOUSLY APPROVED

8. Bill payment list

Burdette confirmed that the members have received the July bill payment list and that there are no further additions. Sparacio then presented the bill payment list highlighting that the annual liability insurance premiums are now due, and that there were some additional financial advisory fees with Baker Tilly supporting the ongoing talks with MPU.

Motion made by Howard, seconded by Lawrence to approve the bill payment list as presented.

MOTION UNANIMOUSLY APPROVED

Technical Committee Recommendations:

9. Approval of an additional expenditure of \$7,800 on the Finished Water Pump Station Controls project

Sparacio explained this small addition to the Finished Water Pump Station Controls project in Manitowoc. This is an additional piece of equipment needed to fully automate the pump change process. The Technical Committee has reviewed this request and is recommending approval. It is a necessary and reasonable addition to the project, so he is also recommending approval.

Motion made by De Pere, seconded by Bellevue to approve the additional expenditure of \$7,800 on the Finished Water Pump Station Controls project.

MOTION UNANIMOUSLY APPROVED

10. McMahon Task Order 8 for shoreline stabilization design phase services

Sparacio noted that this materialized as an amendment to Task Order 6 rather than a new Task Order 8 as listed in the agenda. This amendment provides a more detailed scope of work and cost estimate for the next stages of the shoreline stabilization project. It includes engineering design, soliciting contractor quotes, and overseeing construction for a total not to exceed \$33,000. He further explained that for the sake of expediency, this item was not included on the last Technical Committee agenda. Alternatively, he did send it out over email and has heard back from a majority of the Committee members indicating their support.

Gary Rosenbeck presented some additional details on the scope of work and described the construction documents that will be produced in support of the project. The goal is to have contractor bids for Board review in time for the August meeting. However, if the best qualified contractor is able to get started on the construction sooner, it is possible that a special Board meeting could be requested earlier in August.

**Motion made by Bellevue, seconded by Lawrence to approve Amendment #1 to McMahan Task Order #6 for the 48-Inch Pipeline Assessment Along Maritime Drive.
MOTION UNANIMOUSLY APPROVED**

Project Update and Status Reports:

11. Engineer's report

Rosenbeck provided additional updates on the Lake Michigan shoreline stabilization project. He described the status of invoicing for the emergency repairs project. McMahan continues to work on reconciling the material quantities with the contractor. Rosenbeck then explained the work that Northern Inspection Services (NIS) is now doing on the cathodic protection system. Since the last Board meeting, NIS also completed its investigation of the main break in De Pere. They concluded that mishandling of the pipe section during construction was the likely cause of a compromise to the plastic pipe-wrap and the integrity of the pipe itself inviting premature corrosion. Rosenbeck provided an update on the chlorination monitoring and improvements project and on the development of standard construction specifications for work by others in the vicinity of the transmission main. This document is now ready for Technical Committee review and discussion.

12. 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 he was able to meet with the new MPU General Manager on July 8th and that he will be meeting soon with staff in the Village of Suamico regarding their future water supply needs.

Old Business

13. None

New Business:

14. None

Next Meeting:

The next meeting is scheduled for August 26th, 2020. The August agenda will include the presentation of the preliminary 2021 budget.

Adjourn:

**Motion made to adjourn at 3:45 p.m.
MOTION UNANIMOUSLY APPROVED**

Respectfully submitted,
Nicolas Sparacio