

## **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, September 27, 2023 at the Town of Ledgeview Community Center, 3700 Dickenson Road, De Pere, WI, and via video conference.

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**Members Present:** Allouez – Chris Sampson  
Bellevue – Ben Krumenauer  
De Pere – Scott Thoresen (video)  
Denmark – Susan Selner  
Howard – Geoff Farr  
Lawrence – Patrick Wetzel  
Ledgeview – Sarah Burdette

**Also Present:** Gary Rosenbeck, McMahon  
Nic Sparacio, CBCWA General Manager

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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 above with “video.”)

### **Approval of Agenda:**

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

### **Approval of Minutes:**

2. August 23, 2023 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 Board meeting of August 23, 2023.**  
**MOTION UNANIMOUSLY APPROVED**

### **Public Comment and Appearances:**

3. None.

### **Member Meeting on Proposed 2024 Budget and Water Rates:**

4. Presentation and member comments on proposed 2024 Budget and Water Rates  
Burdette opened the Member Meeting on the proposed 2024 budget noting that the agenda item for action on the budget appears later on the agenda and may be moved if the Board wishes. She then asked Nic Sparacio to present the proposed budget. Sparacio reported that advanced notice of the Member Meeting was sent out on August 30<sup>th</sup> as

required. Sparacio then reviewed the changes to the proposed 2024 budget and rates that were made since the time they were initially presented at the Board meeting in August. He clarified that the August 30, 2023 version of the budget document is current. He explained that the Village of Allouez modified its projected water consumption since the August meeting, which resulted in several other changes to the proposed budget. He reviewed the updated capital improvement program and modifications to the use of unrestricted funds, budgeted expenses, Member water purchase rates, estimated Member charges, and projected year-end unrestricted cash balance.

Additionally, Sparacio recommended a line-item revision within the Outside Services budget in order to designate funds for redesigning the Water Authority's website. This shifts a portion of funds from the asset management planning project, so the net change to the budget is zero. Susan Selner asked how revisions to the website are made, noting that there may be ADA compliance changes that are also necessary at this point. Sparacio responded that Leonard & Finco manages the website content for the Water Authority including all regular updates. There being no further questions or comments, Burdette closed the Member Meeting.

Sparacio then updated the Board on some ongoing efforts that could impact 2024 budget estimates. These include the MPU rate case, the ductile iron pipe survey, and the asset management planning project. He pointed out that these will all require some additional time, and there are options for adjusting Member expenses with the annual true-up process. He does not recommend delaying action on the proposed budget on this basis.

Burdette suggested that the budget action item be taken up next, and there was a consensus by the Board to do so. Burdette then continued to agenda item 12.

### New Business

#### 12. Consideration of the proposed 2024 Budget and Water Rates

Burdette requested a motion on the proposed budget.

**Motion made by Howard, seconded by De Pere to approve the 2024 Annual Budget, Capital Improvement Program, and Member Cost Allocation including the change to Outside Services line items as presented.**

There being no further discussion, Burdette called for a vote on the motion.

**MOTION UNANIMOUSLY APPROVED**

### Administrative Actions & Reports:

#### 5. Communication planning

Sparacio reported on progress with the communication planning project. He shared the mid-year report on the Facebook page. He reported that the water quality media column has been completed as well as the related presentation for local elected officials. He offered to share the presentation with the Board at the October meeting, and the Members agreed that this would be a good step for helping to generate interest locally.

Burdette then stated that Ledgerview will soon be compiling its next seasonal newsletter and asked that any updates are shared related to the communication efforts. Sparacio will

reach out to Leonard and Finco on this and get back to the Members with any newsletter items.

**6. Financial report**

Sparacio presented the August financial statements. He noted that budget and finances are tracking as expected and provided an update on capital projects. He will provide more details on any potential carry-forward requests as we approach year-end. Sparacio stated that the November 1 debt payments will also be made prior to the next Board meeting.

**Motion made by Bellevue, seconded by Denmark to approve the financial report.**

**MOTION UNANIMOUSLY APPROVED**

**7. Bill payment list**

Burdette noted that a revised bill payment list was emailed out this morning. Sparacio confirmed that all Board members received it. He explained that the bill from NIS was added after completing a review of the annual cathodic protection system survey. The work was performed to expectations, so it is appropriate to proceed with timely payment.

**Motion made by Denmark, seconded by Ledgeview to approve the bill payment list.**

**MOTION UNANIMOUSLY APPROVED**

**Technical Committee Recommendations:**

**8. Approval of proposal from Corrosion Integrity, LLC for ductile iron pipe survey and protection in the amount of \$35,602**

Sparacio stated that Gary Rosenbeck did a great job setting up the request for proposals, and five solid responses were received. The review process results clearly pointed to the proposal from Corrosion Integrity, so that is the recommendation. Rosenbeck explained Robert Ames' experience with our existing cathodic protection system and how he is now associated with Corrosion Integrity, LLC for this new project. He reviewed the range of costs reflected in the proposals and the general work scope. Chris Sampson asked whether this work is performed via desk review or in the field. Rosenbeck responded that it is primarily field work.

Burdette confirmed that the Technical Committee recommends the proposal from Corrosion Integrity. Rosenbeck added that there are some items within the work scope that will depend on findings in the field. The Board should be aware of the potential unknowns and possible resulting change orders.

**Motion made by De Pere, seconded by Allouez to approve the proposal from Corrosion Integrity, LLC for ductile iron pipe survey and protection in the amount of \$35,602.**

**MOTION UNANIMOUSLY APPROVED**

**Project Update and Status Reports:**

**9. Engineer's report**

Rosenbeck reported further on the ductile iron pipe survey project and noted that it may require a separate task order for McMahan services. He explained that the recent survey of the 48-inch steel pipeline had good results. The cathodic protection system is performing as

designed. He updated the Board on efforts to locate the small leak on the 16-inch ductile iron pipe serving the south part of De Pere and Lawrence. A hydrant will be added near the DP-5/LE-2 connection station for removal of the leak-detection device that will be used.

Rosenbeck then reported on progress with the emergency back-up supply study. After the last Technical Committee meeting, it was decided that he would meet again with each of the Committee Members to obtain individual feedback. Their input is vital before recommendations can be formulated. Sampson asked whether there could be scenarios where some wells are abandoned, and other wells are maintained for the benefit of back-up supply. Rosenbeck responded that there are seven different Member perspectives to hear on that topic, but that is a possible outcome. Each community has its own back-up supply, but there may be some efficiencies in collective alternatives.

**10. Manager's report**

Sparacio reported on items he has worked on over the last month and areas he plans to work on in the month ahead. He noted that the MPU rate case is scheduled for tomorrow's meeting of the Public Service Commission. He reported on a national 3M/DuPont class action settlement that could involve Wisconsin water utilities impacted by PFAS. He then asked the Members to start thinking about Board officer elections that will come up at the end of the year. Burdette will have served 10 years as President upon completion of her current term.

Sparacio reported that he has been tracking some proposed legislation including rulemaking related to the Great Lakes compact, rulemaking for water service area planning, and potential legislation for water and sewer extensions in "Urban Towns." The Board discussed the potential legislation for Urban Towns. The Members have many different perspectives on the potential legislation related to Urban Towns and recognize that active cooperation already exists to ensure water service to populated areas in Brown County. The Board is supportive of Sparacio providing input on water service area planning.

**Old Business**

**11. None**

**Next Meeting:**

The next meeting is scheduled for October 25, 2023. Agenda items for this meeting will include the draft local officials' presentation on the priority of protecting water quality.

**Adjourn:**

**The meeting was adjourned at 3:55 p.m.**

Respectfully submitted,  
Nicolas Sparacio