

## **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 28, 2022 at the Town of Ledgeview Community Center, 3700 Dickenson Road, De Pere, WI, and via video conference.

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**Present:** Bellevue – Ben Krumenauer  
Denmark – Susan Selner  
De Pere – Scott Thoresen (phone)  
Howard – Geoff Farr  
Lawrence – Patrick Wetzel (phone)  
Ledgeview – Greg Potts

**Excused:** Allouez

**Also Present:** Nic Sparacio, CBCWA General Manager  
Gary Rosenbeck, McMahan  
Jackie Krull, Bellevue Trustee and resident

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The meeting was called to order at 3:05 p.m. by Vice President Geoff Farr of Howard.

### **Roll Call:**

Roll Call was taken as recorded above. (Attendees present via teleconference are noted above with “phone.”)

### **Approval of Agenda:**

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

### **Approval of Minutes:**

2. August 24, 2022 regular meeting  
There were no revisions to the draft minutes.  
**Motion made by Bellevue, seconded by Ledgeview to approve the minutes of the regular Board meeting of August 24, 2022.**  
**MOTION UNANIMOUSLY APPROVED**

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

3. Farr noted that no appearances are scheduled, but he welcomed Jackie Krull to the meeting. Krull introduced herself as a Bellevue resident and Village Board Trustee. She is interested in the budget hearing process and in gaining insights into the water service provided to the Village of Bellevue.

**Member Meeting on Proposed 2023 Budget and Water Rates:**

4. Presentation and member comments on proposed 2023 Budget and Water Rates  
Nic Sparacio reported that the preliminary budget was presented in detail at the August Board meeting and that notice was sent to each of the Members for today's budget hearing. He then presented an overview of the proposed 2023 budget in its current form. Ben Krumenauer asked whether there were any changes to the budget document since it was presented in August. Sparacio responded that there have been no substantive changes to the preliminary budget document. There were grammatical revisions only.

Farr opened the member hearing on the proposed 2023 Budget and Water Rates. Krull asked for clarification on the Unanticipated Capital amounts listed for future years in the 2023 – 2032 Capital Improvement Program. Sparacio responded that for future years where there are not yet specific plans for capital projects, these figures serve as placeholders. Due to the relative newness of the infrastructure, the specific needs for maintenance and replacements are still evolving. There being no further questions or comments, Farr closed the member hearing.

**Administrative Actions & Reports:**

5. Consideration of the proposed 2023 Budget and Water Rates  
Sparacio noted that this agenda item is for action on the budget if the Board finds that it is ready for approval. He is recommending approval of the proposed 2023 Budget.  
**Motion made by De Pere, seconded by Howard to approve the 2023 Annual Budget, Capital Improvement Program, and Member Cost Allocation.**  
**MOTION UNANIMOUSLY APPROVED**
6. Financial report  
Sparacio presented the August financial statements. Budget and financials are tracking generally as expected, however with continued challenges to the investment portfolio and with several line-item budget overages. He further explained that the higher-level budget categories still do not have any overages, so the smaller line-item issues are not impactful at this time. Discussion continued on the investment portfolio, and the Members confirmed that current economic conditions are similarly impacting municipal investments.  
  
Susan Selner asked for clarification on the negative value shown for Utilities (account 56601) actual expense to date. Sparacio responded that we still have a net credit as a result of the refund provided earlier this year for overbilling on our accounts with WPS. Based on direction from the Water Authority's auditors, the refund was added to the expense account, so it will continue to show up as a credit until new bills exceed the refund amount.  
**Motion made by Denmark, seconded by Bellevue to approve the financial report.**  
**MOTION UNANIMOUSLY APPROVED**
7. Bill payment list  
Sparacio confirmed that there are no changes to the September bill payment list shown in the meeting materials. He noted that the expense to Northern Inspection Services is for the cell-to-cell survey of the ductile iron pipe, one of the major projects for this year. He also noted that the change to automatic payments for WPS bills is now in effect. The amounts

charged by WPS will still be reported on the bill payment list for Board review, and the electronic funds transfer process should eliminate the overbilling issues. He is requesting approval of the September bills.

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

**MOTION UNANIMOUSLY APPROVED**

**Technical Committee Recommendations:**

8. Approval of the proposal from NIS for test station repairs at a cost not to exceed \$19,895 Sparacio explained that these needs stem from the past two years' annual surveys of the cathodic protection system. Needs for maintenance and improvements have accumulated, and this work scope will cover the necessary repairs. McMahon and MPU have worked with NIS to ensure that all the scope items are necessary and will be completed efficiently. He recommends that the expense is covered under Replacements or Unanticipated Capital for 2022. The Technical Committee reviewed this proposal at its September meeting and is recommending approval.

**Motion made by De Pere, seconded by Lawrence to approve the proposal from NIS for test station repairs at a cost not to exceed \$19,895.**

**MOTION UNANIMOUSLY APPROVED**

**Project Update and Status Reports:**

9. Engineer's report

Gary Rosenbeck stated that he plans to introduce Tony Kappell to the Board at the October 26<sup>th</sup> meeting. Kappell will serve as our continuity resource from McMahon per the related strategic planning initiative. Rosenbeck then reported on the ductile iron pipe cell-to-cell survey results, a new effort to improve the location data for the cathodic protection system, and a recent effort to coordinate with Manitowoc County on an excavation near the transmission main. Sparacio added that he has also been working to be proactive in communications with both Brown and Manitowoc Counties regarding excavations and the standards that must be met in order to protect the transmission main. Within the last year, he has also been in contact with all the Towns located along the pipeline route.

10. Manager's report

Sparacio referenced his written report for additional details and then provided updates on some key items. He reported on the status of roof maintenance efforts at the reservoir in Manitowoc. He and Rosenbeck have been working with MPU on the details since this reservoir serves the Water Authority exclusively. The goal is to make the repairs that will best preserve the long-term integrity of the roof structure, so several alternatives are being considered.

Sparacio reported that the Village of Pulaski decided on the water service proposals at its September 12<sup>th</sup> meeting and selected Green Bay Water Utility. The Board discussed what could potentially be learned from this experience in order to continue improving the Water Authority's competitiveness for future proposals. There was a consensus that it would be helpful to have information on how the proposals were evaluated, so Sparacio will request the analysis from the Village at an appropriate time.

Sparacio then introduced his initial thoughts on the communication planning initiatives in the Water Authority's strategic plan. He is working to elevate the priority of this project and anticipates having a proposal from Leonard and Finco ready for next month's Board meeting. Farr responded that he is very supportive and agrees that better communication needs to be a top priority for the Authority and its Members. The Board continued discussing the upcoming Unregulated Contaminant Monitoring Rule process and the quality of the emergency back-up wells.

**Old Business**

11. None

**New Business**

12. None.

**Next Meeting:**

The next meeting is currently scheduled for October 26, 2022.

**Adjourn:**

**Motion made and seconded to adjourn at 4:10 p.m.**

**MOTION UNANIMOUSLY APPROVED**

Respectfully submitted,  
Nicolas Sparacio