

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, October 23, 2019 at the De Pere City Hall, Council Chambers, 335 South Broadway, De Pere, WI.

Present: Allouez – Chris Sampson
De Pere – Scott Thoresen
Howard – Geoff Farr
Lawrence – Patrick Wetzel

Excused: Ledgeview
Bellevue

Also Present: Nic Sparacio, Manager
Don Voogt, McMahon Assoc.

The meeting was called to order at 3:00 p.m. by Vice President Geoff Farr of Howard.

Roll Call:

Roll Call was taken as recorded above.

Approval of the Agenda:

1. Approve agenda

Motion made by Allouez, seconded by Lawrence to approve the agenda.

MOTION UNANIMOUSLY APPROVED

Approval of Minutes:

2. September 25, 2019 regular meeting

Motion made by De Pere, seconded by Lawrence to approve the minutes of the regular meeting of September 25, 2019.

MOTION UNANIMOUSLY APPROVED

Public Comment:

3. None

Appearances:

4. None

Administrative Actions & Reports:

5. Update on Strategic Plan implementation

Manager Sparacio presented an overview of the 2017 Strategic Plan goals, related tasks, and updates on progress since June. He further explained that the 2017 Strategic Plan still has several areas in need of continued work while many other areas are either being completed or have changed direction in recent months. The plan is due for an update by

the Board within the next year, and funds have been included in the 2020 budget toward that end.

6. Financial report

Sparacio presented the September financial statements and noted that budget and cash flow are generally tracking as expected. He highlighted the 2018 audit adjustments and the expected wrap-up for that process.

Sparacio also explained an expected budget overage in the Engineering Services line item. If all active task orders are fully used this year, this line item would go over budget by about \$13,000. This was caused in large part by the unexpected expense of the vibration monitoring and control plan. He further noted that while there is a projected overage for this line item, the entire budget category of Outside Services will still be within budget for the year. Sparacio recommends allowing the Engineering Services line item overage without a budget amendment as long as the total for the Outside Services category remains under the budgeted total. He will also work with McMahon to ensure that costs are managed carefully through year-end.

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

Discussion continued on the projected Engineering Services overage. There was a consensus that a budget amendment is not needed.

Motion made by Howard, seconded by De Pere to allow the Engineering Services line item overage of no more than \$13,000 as long as the Outside Services category remains within budget.

MOTION UNANIMOUSLY APPROVED

7. Bill payment list

Sparacio stated that a bill payment list was emailed out prior to the meeting. He reviewed the bill payment list with the Board and pointed out that the pay request to August Winter & Sons is included in the list.

Motion made by De Pere, seconded by Allouez to approve the Bill Payment List as presented.

MOTION UNANIMOUSLY APPROVED

Technical Committee Recommendations:

- 8. Approval of the payment request from August Winter & Sons, Inc. in the amount of \$60,277.50**

Sparacio stated that this is the first invoice on the Pipeline Repair Materials Procurement project. This is a partial payment for the spool pieces. McMahon and the Technical Committee have reviewed the details of the pay request and are recommending approval of the payment as certified.

Motion made by De Pere, seconded by Lawrence to approve payment to August Winter & Sons, Inc. in the amount of \$60,277.50.

MOTION UNANIMOUSLY APPROVED

9. Acceptance of the Vibra-Tech report related to the County Highway R bridge replacement project and authorization to implement its recommendations

Sparacio explained that this report sets the limits of vibration and recommends a vibration monitoring plan for the County Highway R bridge replacements project. The report shows that the expected vibration generated by the pile driving activities should adequately dissipate into the soil to reduce the peak particle velocity under the limit of 1.0 inch per second before it reaches the pipe. This means we can expect little to no intervention (pre-boring of the pilings) will be needed.

Sparacio continued that there has already been an opportunity to meet with Brown County to share this report and confirm their understanding of the project needs toward protection of the pipeline. In addition, McMahan has recommended that the current location and elevation of the pipe be surveyed as a secondary layer of monitoring and protection.

Chris Sampson asked for clarification of the responsibilities and costs around the vibration monitoring and pipe survey. Sparacio responded that Brown County has agreed to fund the vibration monitoring during the construction project, but the cost of surveying the pipe location will be an expense to the Authority. We have requested Manitowoc Public Utilities to contact their service provider to begin coordinating this work on our behalf. Based on the results of the Vibra-Tech report, the actual cost to the Authority should be far less than the \$300,000 included in the budget for pre-boring the pilings.

Farr asked for clarification on the recommendation to keep the pressure in the 48-inch transmission main to 50 psi or less. Sparacio responded that he believes the normal operating range during the day is 50 to 60 psi, and the report recommends keeping the pressure below 50 psi during pile driving. We have requested notification be provided a week in advance of the start of pile driving so that we have time to plan for those adjustments. With the majority of pumping being done at off-peak times, this is not expected to be a problem.

Motion made by Howard, seconded by De Pere to accept the Vibra-Tech report and authorize implementation of its recommendations, and to authorize collection of the necessary location data on the pipe for monitoring potential movement.

MOTION UNANIMOUSLY APPROVED

Project Update and Status Reports:

10. Engineer's report

Don Voogt provided an update on the Water System Improvement projects. The Chlorine System Automatic Shut-offs are essentially completed. The by-pass piping at the Howard Booster Station and the control valve at the Howard Connection Station are nearing completion. Start-up of the completed project is scheduled for tomorrow morning.

Farr asked for an update on the controls strategy and SCADA programming. Voogt responded that this is completed, and all the outstanding questions have been answered. Final details will be addressed tomorrow morning upon start-up, and some adjustments are still being made with the control valve strategy in Howard.

Scott Thoresen asked whether system pressure is expected to increase any further beyond what has been tested so far. Voogt responded, no, the pressure will not go up any more. The valves at the pressure reducing station are fully open.

11. Manager's Report

Sparacio presented a financial summary of the three ongoing construction projects. They are tracking well, and all projects are remaining within allowable expenditures. Sparacio continued with a summary of items he worked on for the past month and his plans for the month ahead. Operational items were significant this month including the leak repair along West Mason Street and the Sensus AMI software cutover.

Sparacio described a follow-up conversation with Baker-Tilly regarding future audit services. The existing three-year agreement is now expired with the 2018 audit complete. He asked the Board for direction on whether proposals from other firms in addition to Baker-Tilly should be sought. Discussion ensued regarding the schedule challenges of the past couple years and the long-standing relationship between the Water Authority and Baker-Tilly. Vicki Hellenbrand has deep knowledge of not only utility financing but the entire history of the Water Authority's formation, borrowing, and budgeting. There was a consensus that Baker-Tilly has acknowledged our concerns, the Water Authority is not obligated to seek multiple proposals for professional services, there is value with continuity of this particular service, and that the proposed engagement letter from Baker-Tilly should come back to the Board for action.

Sparacio then presented the SPLASH Study Clearinghouse website. It is a Sharepoint site that provides for secured log-in access and all the functionality required for the Clearinghouse. However, not all members currently have license to utilize Sharepoint, so Sparacio has requested that each community obtain that software. It will be useful for both the SPLASH Study implementation and for management of the Board manual and other shared documents.

Old Business

12. Update on negotiations with Manitowoc Public Utilities

Farr read the closed session notice: The Board may go into closed session to discuss pending contract negotiations with Manitowoc Public Utilities pursuant to Wisconsin State Statute 19.85(1)(e), deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. The Board will then reconvene back into open session.

Motion made by Lawrence, seconded by De Pere to go into closed session.

ROLL CALL VOTE WAS TAKEN: All ayes.

Motion made by Allouez, seconded by De Pere to return to open session.

ROLL CALL VOTE WAS TAKEN: All ayes.

New Business:

13. None

Central Brown County Water Authority
October 23, 2019

Next Meeting:

The next meeting is scheduled for November 20, 2019.

Adjourn:

Motion made to adjourn at 4:10 p.m.

MOTION UNANIMOUSLY APPROVED

Respectfully submitted,
Nicolas Sparacio