

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 26, 2022 at the Town of Ledgeview Community Center, 3700 Dickenson Road, De Pere, WI, and via video conference.

Present: Allouez – Chris Sampson
Denmark – Susan Selner
De Pere – Scott Thoresen
Howard – Geoff Farr
Ledgeview – Sarah Burdette

Excused: Bellevue, Lawrence

Also Present: Nic Sparacio, CBCWA General Manager
Gary Rosenbeck, McMahon (video)
Tony Kappell, McMahon
Cole Buergi, Leonard & Finco
Diane Wessel, MSA

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 De Pere, seconded by Denmark to approve the agenda.

MOTION UNANIMOUSLY APPROVED

Approval of Minutes:

2. September 28, 2022 regular meeting

There were no revisions to the draft minutes.

Motion made by Howard, seconded by De Pere to approve the minutes of the regular Board meeting of September 28, 2022.

MOTION UNANIMOUSLY APPROVED

Public Comment and Appearances:

3. Nic Sparacio introduced Tony Kappell, who is the Water Authority’s continuity resource with McMahon for engineering services back-up.

The Board welcomed to the meeting Diane Wessel of MSA Professional Services, and Sparacio explained that he has discussed the asset management services RFQ with MSA.

Administrative Actions & Reports:

4. Report on asset management planning process

Sparacio reported on the results of the solicitation for consultant qualifications toward development of the Water Authority's asset management program. Despite hearing of interest in the project from several firms prior to release of the RFQ, only two firms provided a response. In order to get feedback, Sparacio followed up with these firms that expressed interest but did not respond. While the two responses received were quality submittals, he further explained that the goal was to receive several qualifications and varied approaches for comparison in order to continue educating the Authority on how to best tackle this project. Sparacio is recommending that the current solicitation is cancelled, and lessons learned will be applied to a future RFQ for these services.

Susan Selner stated that a pre-submittal meeting for a future solicitation is advisable. A deep understanding is needed when dealing with software purchases, and she supports taking more time to do the needed research. Chris Sampson asked if the Authority could get some input from other water utilities prior to a future solicitation. Sparacio responded that he had reached out to other water transmission agencies and wholesalers as input to the RFQ, and he would do more of that before releasing this again in the future. Discussion continued on ways to improve the RFQ.

Motion made by De Pere, seconded by Allouez to cancel the current RFQ for asset management program development services and reevaluate the approach for a future solicitation.

MOTION UNANIMOUSLY APPROVED

5. Proposal from Leonard & Finco for Communication Planning

Burdette introduced Cole Buergi from Leonard & Finco to present the communication planning proposal. Buergi presented the situation analysis, the project goals, the key elements of the planning process, and the proposed tactics for public communication. Leonard & Finco is proposing to facilitate an initial communication planning process as well as a year-long public communication campaign in order to achieve the Authority's communication goals. The Board discussed opportunities to improve communication around drinking water topics and to build the brand of the Water Authority.

Sparacio then explained how this project fits into the budget and the Water Authority's Purchasing Policy requirements. In addition to recommending approval of this proposal, he is also recommending that the Board waive the requirement to solicit multiple proposals per the related terms of the Purchasing Policy. He asked the Board to consider the dates and times of the first two project meetings. There was a consensus that the afternoons of the November and December Board meeting dates provided good availability for most.

Burdette asked for clarification on how the tactics used in the year-long campaign could be standardized moving forward. Buergi responded that upon completion of this project, there will likely be some mix of activities that can taper off, versus those that can be continued by the Authority, versus areas where the Authority would continue to ask for support from Leonard & Finco. Burdette then asked when additional services could be added to the

project if determined to be necessary. Buergi responded that the intent is to keep the scope flexible. Given the complexity of the project and the number of stakeholders involved, it will be helpful to be able to make adjustments along the way depending on progress. Burdette reviewed the recommended action and requested a motion.

Motion made by Howard, seconded by Denmark to approve the proposal from Leonard & Finco on a time and expense basis not to exceed \$30,000 and waiving the requirement to solicit multiple proposals due to the nature of the project and the relationship with our Designated Professional for public relations.

Sampson asked for clarification on how much of the effort is intended to specifically address marketing versus broader public communication goals. Sparacio responded by reviewing the directives from the Authority's strategic plan and noted the opportunities for collaboration with other water agencies already involved in more regular public communications. There being no further discussion, Burdette called for a vote on the motion.

MOTION UNANIMOUSLY APPROVED

6. Financial report

Sparacio presented the September financial statements. He reported that he continues to monitor performance of the investment portfolio, and he has an upcoming meeting with Johnson Financial. Selner asked where the investment loss shows up on the financial statements. Sparacio pointed out which account shows this and what is included in that figure. He also noted that the November 1 debt payments will be made soon, and that the Security Fund balance now reflects the deposit paid by Denmark in order to reduce its initial wholesale water purchase rate.

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

MOTION UNANIMOUSLY APPROVED

7. Bill payment list

Sparacio confirmed that there are no changes to the October bill payment list shown in the meeting materials. He noted that the written report provides details on some of the unique charges for this month.

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

MOTION UNANIMOUSLY APPROVED

Technical Committee Recommendations:

- 8. Approval of the proposal from Johnson Creek for review of the cell-to-cell survey**
Sparacio reported on the work performed to date by Northern Inspection Services toward the cell-to-cell survey of the ductile iron portions of the transmission main. Based on the challenges with this project, the Technical Committee has forwarded a recommendation for third-party review of the cell-to-cell survey results. The attached proposal from Johnson Creek would provide that review. The Board discussed the budget status of the project. There are sufficient funds within the project budget to cover these additional fees.

Gary Rosenbeck added that it was his recommendation to the Technical Committee to obtain third-party review due to some difficulties with interpreting the survey data. He

noted that the proposal from Johnson Creek comes from a source with a long history of knowledge of the Water Authority's cathodic protection system.

Motion made by De Pere, seconded by Ledgeview to approve the proposal from Johnson Creek for review of the cell-to-cell survey and to authorize the General Manager to sign in approval.

MOTION UNANIMOUSLY APPROVED

Project Update and Status Reports:

9. Engineer's report

Rosenbeck gave additional background in introduction of Tony Kappell from McMahon. He then reported on an excavation of the transmission main by Manitowoc County along CTH R. This discussion is ongoing as we try to reach agreement on how Manitowoc County is to work around the water main in the future. Rosenbeck reported on the status of the main break repair and investigation along American Boulevard in De Pere. He is reaching out to various sources to gain insights into the condition of the pipe that was installed according to industry standards. He also noted that the emergency interconnection study continues to be on hold, and the construction contract for the Denmark connection station is out for bid.

10. Manager's report

Sparacio referenced his written report for additional details and then provided updates on some key items. He reported further on the discussion with the Manitowoc County Highway Department. The Board discussed the details of the incident and a potential solution. The recommended solution for the failing culverts is to add a cured-in-place liner that provides a permanent structural replacement for the existing corrugated metal pipes. Manitowoc County and the Water Authority continue to discuss how such a project should be funded.

Sparacio reported on follow-up actions for the water service proposal to the Village of Pulaski. Following the last Board meeting, he reached out to Pulaski to request documented feedback on the evaluation of the Water Authority's proposal. No documentation is being provided at this time. Geoff Farr then reported that the Village of Howard has made an open records request based on its interest in understanding how its conveyance proposal was valued in Pulaski's analysis. There was a consensus that the Board would still like to learn more about the Pulaski analysis so that the Water Authority can improve future water service proposals. There was also a consensus that the Board wants to maintain the positive working relationship with Green Bay Water and does not want competition for potential new customers to erode the ability to collaborate on shared goals and initiatives.

Old Business

11. None

New Business

12. None.

Next Meeting:

The next meeting is currently scheduled for November 16, 2022.

Central Brown County Water Authority
October 26, 2022

Adjourn:

Motion made and seconded to adjourn at 4:40 p.m.

MOTION UNANIMOUSLY APPROVED

Respectfully submitted,
Nicolas Sparacio