

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, November 17, 2021 at the Town of Ledgeview Community Center, 3700 Dickenson Road, De Pere, WI, and via video conference.

Present: Allouez – Chris Sampson
De Pere – Larry Delo (video)
Howard – Geoff Farr
Lawrence – Patrick Wetzel (video)
Ledgeview – Sarah Burdette

Excused: Bellevue

Also Present: Gary Rosenbeck, McMahon (video)
Nic Sparacio, CBCWA General Manager

The meeting was called to order at 4:00 p.m. (immediately following the meeting of the Membership Committee) by President Sarah Burdette of Ledgeview.

Roll Call:

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

Approval of Agenda:

1. Approve agenda

Motion made by De Pere, seconded by Lawrence to approve the agenda.

MOTION UNANIMOUSLY APPROVED

Approval of Minutes:

2. October 27, 2021 regular meeting

There were no revisions to the draft minutes.

Motion made by Allouez, seconded by Howard to approve the minutes of the regular Board meeting of October 27, 2021.

MOTION UNANIMOUSLY APPROVED

Public Comment and Appearances:

3. None.

Member Appointments:

4. Technical Committee Member for the Village of Bellevue: Eric Woodke
Burdette stated that Bellevue is forwarding its new Director of Public Works, Eric Woodke, as its desired member on the Technical Committee. She requested a motion to approve that appointment.

Motion made by Howard, seconded by De Pere to approve the appointment of Eric Woodke as the Technical Committee Member for the Village of Bellevue.
MOTION UNANIMOUSLY APPROVED

Administrative Actions & Reports:

5. Appointment of Membership Committee Chair and Vice Chair

Burdette reported that the Membership Committee recommends the appointment of Larry Delo as Chair and Chris Sampson as Vice Chair. Delo and Sampson have accepted these nominations.

Motion made by Howard, seconded by Ledgeview to appoint Larry Delo of De Pere as the Chair of the Membership Committee and Chris Sampson of Allouez as the Vice Chair.

MOTION UNANIMOUSLY APPROVED

6. Property insurance renewal proposal from EMC

Sparacio reported that the terms of property insurance coverage are unchanged, but the premium cost has increased by 15% for this renewal. He will request once again that the insurance broker, Gallagher, market the Water Authority's policies for competitive quotes prior to any future renewal. Sampson asked whether the service we are receiving has been satisfactory. Sparacio responded that there have been no property insurance claims, so there is nothing to report along those lines. The properties were all revalued in 2019, and that was handled well by EMC. On the other hand, there have many been issues with the timeliness of policy renewal information and invoicing. Sparacio is recommending approval of this renewal but will follow up with Gallagher on these concerns.

Motion made by Allouez, seconded by Lawrence to approve the property insurance quote from Gallagher and EMC and to authorize the General Manager to bind the related policies.

MOTION UNANIMOUSLY APPROVED

7. Financial report

Sparacio presented the October financial statements. He reported that he requested guidance from the Water Authority's financial advisors at Baker Tilly on the performance of the investment portfolio. Baker Tilly did not see any issues and advised that the loss in estimated value of bond holdings is not at all unusual right now. Bonds are very sensitive to changes in the interest rate environment. Sparacio further noted that the figures shown in the financial statements are based on the Johnson Bank monthly account statement, which provides estimated values of the bond holdings for a point in time. Their value would be different if actually sold or held to maturity. He also reported that the debt payments due November 1 were paid on time and will be reflected in next month's financial statements.

Motion made by De Pere, seconded by Allouez to approve the financial report.

MOTION UNANIMOUSLY APPROVED

8. Bill payment list

Sparacio confirmed that the Members received the bill payment list that had been emailed prior to the meeting. He then presented the November bills. Most are typical for this time of year, and he pointed out that the invoice from Enegenecs applies to the maintenance kits on the new chlorine analyzers.

**Motion made by Howard, seconded by Allouez to approve the bill payment list.
MOTION UNANIMOUSLY APPROVED**

Technical Committee Recommendations:

9. None.

Project Update and Status Reports:

10. Engineer's report

Gary Rosenbeck reported on progress with the emergency back-up supply study. He will be working with Eric Woodke to bring him up to speed on what the study is finding for Bellevue. McMahon will also provide some advice on the connection station door replacement project that the Technical Committee is working on. He then noted that the Federal Infrastructure Bill includes over \$800 million for water in Wisconsin.

11. Manager's report

Sparacio reported further on progress with the emergency back-up supply study. He is working with Green Bay Water to develop a memorandum of understanding that will help assure all parties on the parameters of the study and that future approvals will be required prior to attempting to implement any recommendations that come out of the study. Sampson asked whether we might be able to look to the upcoming Federal Infrastructure Bill for assistance with an interconnection project. Sparacio responded that it is possible that the Authority could tap into the upcoming Infrastructure funds depending on whether joint local water authorities are eligible recipients. He also noted that the Water Authority is eligible for existing programs like the DNR's Safe Drinking Water Loan Fund and the EPA's Water Infrastructure Finance and Innovation Act (WIFIA) program. WIFIA in particular has very low interest rates and flexible terms.

Old Business

12. Recommendations of the Membership Committee regarding Village of Denmark application for membership

Burdette stated that there are no recommended actions from the Membership Committee at this time.

New Business

13. Resolution 2021-02 Restatement of Bylaws of the Central Brown County Water Authority
Sparacio reviewed the amendments to the draft discussed at the previous meeting related to virtual meetings and virtual attendance. He confirmed the Board's acceptance of the revisions to new Section 6.3. Burdette asked for any additional feedback from the Board, and there were no additional comments or questions.

**Motion made by De Pere, seconded by Ledgeview to approve the revisions to the Bylaws as presented and to approve Resolution 2021-02, Restatement of Bylaws of the Central Brown County Water Authority.
MOTION UNANIMOUSLY APPROVED**

14. General Manager health insurance benefit

Burdette read the closed session notice: The Board may go into closed session pursuant to Wisconsin State Statute 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. The Board will then reconvene back into open session.

Motion made by Howard, seconded by Allouez to go into closed session.

ROLL CALL VOTE WAS TAKEN: All ayes.

Motion made by Allouez, seconded by Lawrence to return to open session.

ROLL CALL VOTE WAS TAKEN: All ayes.

Motion made by De Pere, seconded by Lawrence to authorize a salary increase compensating for the benefits adjustments and meeting the terms of the General Manager employment contract.

MOTION UNANIMOUSLY APPROVED

Next Meeting:

The next meeting is scheduled for December 15, 2021.

Adjourn:

Motion made and seconded to adjourn at 4:45 p.m.

MOTION UNANIMOUSLY APPROVED

Respectfully submitted,

Nicolas Sparacio