

## 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 20, 2019 at the De Pere City Hall, Council Chambers, 335 South Broadway, De Pere, WI.

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**Present:** Allouez – Chris Sampson  
Bellevue – Diane Wessel  
De Pere – Larry Delo  
Lawrence – Patrick Wetzel  
Ledgview – Sarah Burdette

**Excused:** Howard

**Also Present:** Nic Sparacio, Manager  
Don Voogt, McMahan Assoc.  
Gary Rosenbeck, McMahan Assoc. (via telephone)

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The meeting was called to order at 3:00 p.m. by President Sarah Burdette of Ledgview.

### **Roll Call:**

Roll Call was taken as recorded above.

### **Approval of the Agenda:**

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

### **Approval of Minutes:**

2. October 23, 2019 regular meeting  
**Motion made by Allouez, seconded by De Pere to approve the minutes of the regular meeting of October 23, 2019.**  
**MOTION UNANIMOUSLY APPROVED**

### **Public Comment:**

3. None

### **Appearances:**

4. None

### **Administrative Actions & Reports:**

5. Lease extension for Water Authority office  
Manager Sparacio presented the draft document extending the current office lease with the Village of Bellevue. With potential moving plans on hold for the next several months, extending the lease for the current location will continue to meet the needs of the Water

Authority. Sparacio is recommending approval of the lease and requesting authorization to execute the document.

Burdette asked whether the Village of Bellevue is satisfied with the lease extension. Diane Wessel responded that the Village Board approved the lease including a revision requested by Sparacio to change the notice for lease termination to a minimum of 30 days.

**Motion made by De Pere, seconded by Ledgeview to approve the Village of Bellevue lease extension for the Water Authority office and authorize the Manager to execute the document.**

Discussion continued on potential office options and open records requirements for storage of documents. Burdette called for a vote on the motion.

**MOTION APPROVED WITH BELLEVUE ABSTAINING**

6. Audit services engagement letter from Baker Tilly Virchow Krause, LLP  
Sparacio explained that he has reviewed the proposed engagement letter, and it includes all the items that the Board had discussed previously. In particular, a new partner has been assigned for the audit, but Vicki Hellenbrand will remain as a concurring partner. The Water Authority wants to ensure that she stays in the loop on the financial statements and audit. Sparacio has forwarded the engagement letter to Attorney Kobza for review and is awaiting her feedback. He is recommending approval of the engagement letter contingent upon favorable legal review.

**Motion made by De Pere, seconded by Lawrence to approve the audit services engagement letter from Baker Tilly Virchow Krause, LLP contingent upon review by the Water Authority attorney.**

**MOTION UNANIMOUSLY APPROVED**

7. Records retention schedule  
Sparacio introduced the draft records retention schedule and requested feedback from the Board. He added that additional steps of requesting approvals from the Wisconsin Public Records Board and Wisconsin Historical Society would be needed prior to implementing the attached records schedule.

Larry Delo stated that the Wisconsin Historical Society has accepted documents from the Water Authority in the past, so they seem to have an interest in these records. Burdette stated that the draft schedule seems to include all the key areas that are needed. Chris Sampson asked whether UW-Green Bay can serve as a local repository for historical documents. Delo responded that it was the Madison office that accepted the previous records. Sparacio responded that he can explore whether UW-Green Bay could be of value as another option.

8. Financial report  
Sparacio presented the October financial statements and noted that budget and cash flow are tracking as expected. Investment income continues to do well, and his current year-end projection for transfer from unrestricted cash is looking to be much better than budgeted.

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

**9. Bill payment list**

Sparacio presented the bill payment list. There are no changes to the list as provided in the meeting materials. He noted that the four payment authorizations for the capital projects are included in the list as well as the annual property insurance renewal premium and the fees for the vibration mitigation study.

**Motion made by De Pere, seconded by Allouez to approve the Bill Payment List.**  
**MOTION UNANIMOUSLY APPROVED**

Burdette stated that the Board will discuss the next four agenda items together as they are all related.

**Technical Committee Recommendations:**

- 10.** Approval of the payment request from Reeke-Marold, Inc. in the amount of \$44,784.90  
Don Voogt stated that the Automated Chlorine Shut-offs project is essentially complete. The other projects are in progress as reported. Sparacio explained the status of each pay request regarding Technical Committee review. Items 10 and 11 have been reviewed and approved in the last Technical Committee meeting. Items 12 and 13 were provided via email, and all Technical Committee members responded via email and approved forwarding them to the Board for payment.

**Motion made by Lawrence, seconded by Allouez to approve payment to Reeke-Marold, Inc. in the amount of \$44,784.90.**  
**MOTION UNANIMOUSLY APPROVED**

- 11.** Approval of the payment request from Reeke-Marold, Inc. in the amount of \$9,044.10  
Please refer to the discussion under item 10.

**Motion made by Lawrence, seconded by Allouez to approve payment to Reeke-Marold, Inc. in the amount of \$9,044.10.**  
**MOTION UNANIMOUSLY APPROVED**

- 12.** Approval of the payment request from August Winter and Sons, Inc. in the amount of \$10,747.50

Please refer to the discussion under item 10.

**Motion made by Lawrence, seconded by Allouez to approve payment to August Winter and Sons, Inc. in the amount of \$10,747.50.**  
**MOTION UNANIMOUSLY APPROVED**

- 13.** Approval of the payment request from Reeke-Marold, Inc. in the amount of \$8,802.00  
Please refer to the discussion under item 10.

**Motion made by Lawrence, seconded by Allouez to approve payment to Reeke-Marold, Inc. in the amount of \$8,802.00.**  
**MOTION UNANIMOUSLY APPROVED**

**Project Update and Status Reports:**

**14. Engineer's report**

Voogt provided an update on the Water System Improvement projects. The Chlorine System Automatic Shut-offs are essentially completed. August-Winter is awaiting delivery of the 48-inch valve assembly. The by-pass piping at the Howard Booster Station and the control valve at the Howard connection station are also complete. Continued testing of the completed project is scheduled for tomorrow morning.

Gary Rosenbeck provided additional project updates. Regarding the by-pass piping project at the Howard Booster Station, work continues on reviewing whether the increased system pressure had an impact on one of the De Pere connection stations and its chlorination system. He noted that the final report on the Finished Water Pump Station Optimization study is under review by the Technical Committee. He is also providing support in exploring whether it would be feasible to supply water to a potential new customer.

**15. Manager's Report**

Sparacio provided a summary of items he worked on for the past month and his plans for the month ahead. There are no outstanding issues or concerns. He also noted that he is still working on a possible option for providing Sharepoint access for the SPLASH Study clearinghouse. In addition, he is taking steps toward meeting the requirements for Risk and Resiliency Planning that were adopted as part of the 2018 America's Water Infrastructure Act. The Water Authority's Risk and Resiliency Plan will be due by December 31, 2020.

Delo asked whether the prospect of an additional customer is an opportunity to evaluate how we might go forward on a more collaborative basis with the Green Bay Water Utility. Sparacio will give this further consideration relative to the SPLASH Study and the Growth Management Task Force.

**Old Business**

**16. Update on negotiations with Manitowoc Public Utilities**

Burdette 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 Bellevue, seconded by Lawrence to go into closed session.**

**ROLL CALL VOTE WAS TAKEN: All ayes.**

**Motion made by Lawrence, seconded by Bellevue to return to open session.**

**ROLL CALL VOTE WAS TAKEN: All ayes.**

**New Business:**

**17. None**

Central Brown County Water Authority  
November 20, 2019

**Next Meeting:**

The next meeting is scheduled for December 18, 2019. Planned agenda items for that meeting include:

1. Election of Officers for 2020
2. 2020 Meeting Schedule

**Adjourn:**

**Motion made to adjourn at 4:00 p.m.**

**MOTION UNANIMOUSLY APPROVED**

Respectfully submitted,  
Nicolas Sparacio