

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, December 14, 2022 at the Town of Ledgeview Community Center, 3700 Dickenson Road, De Pere, WI, and via video conference.

Present: Allouez – Chris Sampson
Bellevue – Ben Krumenauer
Denmark – Susan Selner
De Pere – Larry Delo
Howard – Geoff Farr
Ledgeview – Sarah Burdette
Lawrence – Patrick Wetzel (video)

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

The meeting was called to order at 3:10 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 Bellevue to approve the agenda.
MOTION UNANIMOUSLY APPROVED

Approval of Minutes:

2. November 16, 2022 regular meeting
There were no revisions to the draft minutes. This and the following item were acted on together.
3. November 16, 2022 Communication Planning meeting
There were no revisions to the draft minutes.
Motion made by Howard, seconded by Denmark to approve the minutes of the regular Board meeting and of the Communication Planning meeting, both of November 16, 2022.
MOTION UNANIMOUSLY APPROVED

Member Appointments:

4. Board Alternate Director for the Village of Bellevue: Teal Spellman
Nic Sparacio reviewed the protocol for action on Member appointments to the Board and Technical Committee. Ben Krumenauer reported that Teal Spellman is Bellevue’s new Director of Public Works and reviewed some of her experience and qualifications.

Motion made by Lawrence, seconded by De Pere to acknowledge the appointment of Teal Spellman by the Village of Bellevue as its Alternate to the Board of Directors.

MOTION UNANIMOUSLY APPROVED

5. Technical Committee Member for the Village of Bellevue: Teal Spellman
Burdette requested a motion on the appointment to the Technical Committee.

Motion made by Denmark, seconded by Allouez to approve the appointment of Teal Spellman to the Technical Committee for the Village of Bellevue.

MOTION UNANIMOUSLY APPROVED

Public Comment and Appearances:

6. None.

Administrative Actions & Reports:

7. Capital projects carry-forward requests

Sparacio presented the capital projects carry-forward request for 2023. Only one project, Investigations and Possible Repairs related to the Cell-to-Cell Survey, is expected to remain in progress during 2023. This part of the cell-to-cell survey has a budget of \$40,000. He then explained that the invoices are expected soon for the completed capital projects at the Finished Water Pump Station. These will not need to be carried forward. Sparacio also reported on the status of all ongoing and planned capital projects as of December 2022. All capital projects have proceeded below the budgeted expenditure.

Motion made by Howard, seconded by De Pere to approve a carry-forward of \$40,000 to the 2023 capital program for ongoing capital projects as presented.

MOTION UNANIMOUSLY APPROVED

8. Financial report

Sparacio presented the November financial statements. Budget and financials are tracking as expected, with some good recovery in the estimated value of the investment account over the month of November. He reported on year-end revenue and expense projections which are currently estimated to result in a small contribution to the unrestricted cash balance. Krumenauer asked whether the year-end projection includes any further recovery in the investment account value. Sparacio responded that some continued recovery is included but was conservatively estimated at a lower level than was seen in November.

Motion made by Lawrence, seconded by Bellevue to approve the financial report.

MOTION UNANIMOUSLY APPROVED

9. Bill payment list

Sparacio reported that the bill payment list was provided via email shortly before the meeting due to the earlier meeting date this month. He also provided hard copies of the December bill payment list to the Board members and reviewed the charges.

Motion made by De Pere, seconded by Lawrence to approve the bill payment list.

MOTION UNANIMOUSLY APPROVED

Technical Committee Recommendations:

10. Section 14 grant for Lake Michigan shoreline

Sparacio briefly reviewed the history of the Section 14 grant which was intended to assist with costs to stabilize additional portions of the Lake Michigan shoreline near the Authority's water transmission main. He has been awaiting a revised project budget from the US Army Corps of Engineers as they worked to try to reduce the construction budget. He then reviewed the details of the updated budget. Sparacio further noted that, while a significant increase in construction costs is expected in today's environment, the proposed budget is seven times higher, on a cost per linear foot basis, than the project completed by the Water Authority with a similar approach in 2020.

The Technical Committee reviewed this updated budget at its last meeting and found the budgeted project costs to be excessive. The Committee's recommendation is to request the completed feasibility study, to decline the grant, and continue working with the City of Manitowoc with the goal of cooperatively completing the work without the Section 14 funding. He further noted that he meets with the City of Manitowoc tomorrow, but all indications are that the City will likely have a similar response to the grant budget.

Larry Delo asked what the next steps are. Sparacio responded that the Water Authority has funds budgeted for 2023, so we could proceed with additional work in the near future. He also recommends talking with the City of Manitowoc to discuss cost-sharing for this work. The Board continued to discuss the potential risks of declining the grant. There was a consensus that the reduced lake level and improved material availability should work in favor of taking more time to find better funding sources.

Motion made by Denmark, seconded by Allouez to request the completed feasibility study document from the US Army Corps of Engineers, to decline the Section 14 grant, and to continue working with the City of Manitowoc on alternative approaches and sources of funding for further shoreline stabilization in the project area.

MOTION UNANIMOUSLY APPROVED

11. Technical Committee officers for 2023

Sparacio explained that the Technical Committee has for many years followed an established rotation for recommending a new Chair and Vice Chair annually. The Committee also discussed that the Village of Denmark can be added to that rotation at some point in the future. Per the Bylaws, all committee members and officers are set by the Water Authority President and Board. The Technical Committee has recommended Scott Thoresen of De Pere as the 2023 Chair, and Geoff Farr of Howard as the 2023 Vice Chair.

Motion made by De Pere, seconded by Ledgeview to appoint Scott Thoresen of De Pere as the 2023 Technical Committee Chair and Geoff Farr of Howard as the 2023 Vice Chair.

MOTION UNANIMOUSLY APPROVED

Project Update and Status Reports:

12. Engineer's report

Gary Rosenbeck reported on his efforts since the last Board meeting. He is working with a third party on review of the cell-to-cell survey of the ductile iron pipe. The planned repairs to cathodic protection test stations were completed. The work to install a trench drain

along County Highway R in Manitowoc County has been completed, and work continues on locating a small leak near the DP-5/LE-2 connection station. Sparacio added that excavation is scheduled for next week for valve repairs near the DP-5/LE-2 connection station, which will create the opportunity to engage in further investigation of the potential leak.

13. 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 issues or problems to report. He also provided updates on the Manitowoc Public Utilities rate case, the SPLASH Implementation efforts, the emergency interconnection discussion with Green Bay Water, and the request for follow-up information from the Village of Pulaski. Sparacio reported that the Pulaski Village President has stated that the engineering and financial analyses used to evaluate the Water Authority's proposal are still in draft form as they are not yet approved by the Village Board. He will follow up again in January to request the final analyses.

The Board also discussed the Communication Planning meetings, and there was a consensus that the process is going very well.

Old Business

14. None.

New Business

15. Election of 2023 officers

Sparacio reported that President Burdette is currently one year into her two-year term, so the offices up for election are the annual ones including Vice President and Secretary/Treasurer. He further noted that Burdette will have served as President for 10 years upon completion of her current term and recommends that the Board consider how the officer responsibilities could be better shared or transitioned. Burdette has done a great job as President, but it's healthy for an organization to bring other Board members into that role from time to time.

Chris Sampson asked whether Geoff Farr has been around since the beginning of the Water Authority. Farr responded that he was not always the Board member but was involved in meetings since the beginning. Discussion continued, and there was a consensus that current Members are serving well in their respective roles.

Geoff Farr was nominated for the office of Vice-President, and he accepted the nomination. There were no other nominations.

Motion made by Lawrence, seconded by De Pere to close nominations and cast a unanimous ballot for Geoff Farr of Howard as Vice-President for 2023.

MOTION UNANIMOUSLY APPROVED

Patrick Wetzel was nominated for the office of Secretary/Treasurer. There were no other nominations.

Motion made by Allouez, seconded by Howard to close nominations and cast a unanimous ballot for Patrick Wetzel of Lawrence as Secretary/Treasurer for 2023.

MOTION UNANIMOUSLY APPROVED

Burdette thanked Farr and Wetzel for their ongoing efforts and their willingness to continue serving in these roles.

16. 2023 meeting schedule

The Board reviewed the 2023 meeting schedule. No changes were identified, so Sparacio will set up calendar invitations on this basis.

Motion made by De Pere, seconded by Howard to approve the 2023 meeting schedule.

MOTION UNANIMOUSLY APPROVED

17. General Manager annual performance review and employment contract

Burdette reported that an annual performance review was completed, and several Members expressed appreciation for Sparacio's professionalism.

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. Rosenbeck and Sparacio left the meeting at this time.

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

ROLL CALL VOTE WAS TAKEN: All ayes.

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

ROLL CALL VOTE WAS TAKEN: All ayes.

Sparacio returned to the meeting at this time.

Motion made by Bellevue, seconded by Howard to approve a 7% cost of living and performance increase to the General Manager salary for 2023.

MOTION UNANIMOUSLY APPROVED

Next Meeting:

The next meeting is scheduled for January 25, 2023.

Adjourn:

Motion made and seconded to adjourn at 4:25 p.m.

MOTION UNANIMOUSLY APPROVED

Respectfully submitted,
Nicolas Sparacio