

## **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 15, 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  
Howard – Geoff Farr  
Lawrence – Kurt Minten (video)  
Ledgeview – Sarah Burdette

**Excused:** Bellevue

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

---

The meeting was called to order at 3:30 p.m. 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. November 17, 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 November 17, 2021.**  
**MOTION UNANIMOUSLY APPROVED**

### **Public Comment and Appearances:**

3. None.

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

4. Capital project carry-forward requests  
Nic Sparacio presented the capital projects carry-forward request for 2022. The ongoing projects come from the 2020 and 2021 capital programs and are related to the Finished Water Pump Station improvements at Manitowoc Public Utilities. The request includes a contingency element as well. Sparacio further noted that the requested carry-forward

funds do not impact rates or Member charges, as these projects have already been funded via 2020 and 2021 revenues.

**Motion made by De Pere, seconded by Allouez to approve a carry-forward of \$490,000 to the 2022 capital program for ongoing capital projects and contingency as presented.**

**MOTION UNANIMOUSLY APPROVED**

5. Financial report

Sparacio presented the November financial statements. He reported that some of the loss on the investment portfolio was recovered in November. He then reported on projected year-end expenses and estimated performance on budget. With the balanced budget approach employed in recent years, the year-end balance was budgeted as zero. However, with several expenses coming in lower than budget for the year, he estimates a positive balance of \$280,000 which can then be added to the unrestricted balance or otherwise assigned in future budgeting. This projected balance does account for (and thus, has already been reduced by) the carry-forward of \$490,000.

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

**MOTION UNANIMOUSLY APPROVED**

6. Bill payment list

Sparacio stated that there are no changes to the December bills as provided in the meeting materials. He noted the charges for the annual property insurance renewal and the recent project on the corrosion protection system.

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

**MOTION UNANIMOUSLY APPROVED**

**Technical Committee Recommendations:**

7. Technical Committee officers for 2022

Sparacio reviewed the current members and alternates for the Technical Committee and noted that, per the Bylaws, all committee members and officers are set by the Water Authority President and Board. He then reported that the Technical Committee is recommending Sean Gehin of Allouez as the 2022 Chair, and Scott Thoresen of De Pere as the 2022 Vice Chair.

**Motion made by De Pere, seconded by Allouez to appoint Sean Gehin of Allouez as the 2022 Technical Committee Chair and Scott Thoresen of De Pere as the 2022 Vice Chair.**

**MOTION UNANIMOUSLY APPROVED**

**Project Update and Status Reports:**

8. Engineer's report

Gary Rosenbeck reported on progress with the emergency back-up supply study. We continue to await feedback from Green Bay Water on the memorandum of understanding. The project is on hold until that agreement is in place. The Board discussed the nature of the engineering study as a basis for helping inform decision making on various emergency back-up supply alternatives. Sparacio added that he expects to have feedback on the draft MOU by the end of the week.

**9. Manager's report**

Sparacio provided a summary of items he worked on for the past month and his plans for the month ahead. He reported that his recent meeting with Manitowoc Public Utilities was productive toward implementing the plan to resolve outstanding issues. He also reported on the Section 14 grant award from the US Army Corps of Engineers to conduct a feasibility study for further extending the revetment along the Lake Michigan shoreline in Manitowoc. The feasibility study phase is 100% grant funded. If a project proceeds to design and construction, the grant covers 65%, and the other 35% can come from any non-federal sources, including other grants and in-kind contributions.

**Old Business**

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

Burdette stated that the recommendation from the Membership Committee is to approve the Village of Denmark application for membership as documented in the Committee resolution. Sparacio stated that a Board resolution will also be prepared for action after completing negotiations with the Village on the terms of the agreement. Any changes to the agreement as approved by the Membership Committee would first go back to the Committee for consideration. The only action needed at this time is for the Board to direct staff to present the Membership Committee recommendation to the Village.

**Motion made by De Pere, seconded by Howard to direct the General Manager to present the membership approval terms and conditions to the Village of Denmark as recommended by the Membership Committee.**

**MOTION UNANIMOUSLY APPROVED**

**New Business**

**11. Election of 2022 officers**

Burdette reported that she has now served as President for eight years and is willing to see another Member take on that office. Thus, she has reached out to two Board Members to inquire into their interest in potentially being nominated for the President role. She continued by explaining that those Members had responded that the timing was not right for them. Geoff Farr stated that he appreciates the job that Burdette has done as the President, and he is willing to continue as Vice President if that is the desire of the Board. Chris Sampson stated that he appreciated being considered for a nomination, and he would possibly consider serving as an officer in the future.

Burdette responded that she is willing to continue for another term as the President if that is the desire of the Board. She stated further that General Manger Sparacio provides great support and makes the President's job very easy. Additionally, the Water Authority's key consultants (engineer Gary Rosenbeck and attorney Lawrie Kobza) are both excellent resources. The Members expressed their appreciation for the great job that Burdette has done as the President and for her willingness to serve another term. Sarah Burdette was nominated for the office of President, and she accepted the nomination. There were no other nominations.

**Motion made by De Pere, seconded by Howard to close nominations and cast a unanimous ballot for Sarah Burdette of Ledgeview as President for 2022-2023.**  
**MOTION UNANIMOUSLY APPROVED**

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

**Motion made by Allouez, seconded by De Pere to close nominations and cast a unanimous ballot for Geoff Farr of Howard as Vice-President for 2022.**  
**MOTION UNANIMOUSLY APPROVED**

Sparacio confirmed that Patrick Wetzel has communicated to him that he is willing to continue in the Secretary/Treasurer role if that is the desire of the Board. Patrick Wetzel was nominated for the office of Secretary/Treasurer. There were no other nominations.

**Motion made by De Pere, seconded by Ledgeview to close nominations and cast a unanimous ballot for Patrick Wetzel of Lawrence as Secretary/Treasurer for 2022.**  
**MOTION UNANIMOUSLY APPROVED**

**12. 2022 meeting schedule**

The Board reviewed the 2022 meeting schedule. No changes were identified, so Sparacio will set up calendar invitations on this basis.

**Motion made by Ledgeview, seconded by Howard to approve the 2022 meeting schedule.**  
**MOTION UNANIMOUSLY APPROVED**

**13. General Manager annual performance review and employment contract**

Rosenbeck left the meeting at this time. 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 De Pere, seconded by Allouez 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.**

**Motion made by De Pere, seconded by Howard to approve salary and benefits adjustments as presented under "Scenario 5" and to increase the annual PTO allocation by three days.**  
**MOTION UNANIMOUSLY APPROVED**

Burdette stated that the Board continues to appreciate the great job that Sparacio does for the Water Authority and appreciates all the efforts to gather data and help analyze the options for making the necessary salary and benefits adjustments.

Central Brown County Water Authority  
December 15, 2021

**Next Meeting:**

The next meeting is scheduled for January 26, 2022.

**Adjourn:**

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

**MOTION UNANIMOUSLY APPROVED**

Respectfully submitted,

Nicolas Sparacio