

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 18, 2019 at the De Pere City Hall, Council Chambers, 335 South Broadway, De Pere, WI.

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

Excused: Bellevue

Also Present: Nic Sparacio, Manager
Gary Rosenbeck, McMahon Assoc. (via telephone)

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.

Approval of the Agenda:

1. Approve agenda

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

MOTION UNANIMOUSLY APPROVED

Approval of Minutes:

2. November 20, 2019 regular meeting

Motion made by Allouez, seconded by Lawrence to approve the minutes of the regular meeting of November 20, 2019.

MOTION UNANIMOUSLY APPROVED

Public Comment:

3. None

Appearances:

4. None

Member Appointments to the Board

5. Alternate for the Village of Bellevue: Andy Rowell

Burdette stated that the Village of Bellevue would like to appoint their new Director of Public Works as their alternate to the Board.

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

MOTION UNANIMOUSLY APPROVED

Administrative Actions & Reports:

6. Financial report

Sparacio presented the November financial statements and noted that budget and cash flow are tracking as expected. In addition, correcting the past issues with booking receivables to the correct year appears to be on track.

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

MOTION UNANIMOUSLY APPROVED

7. Bill payment list

Sparacio distributed to the members the December bill payment list. He presented the monthly bills and noted that the payment authorization for Reeke-Marold, which will come up later on the agenda, is included in the list. Larry Delo asked for an explanation of this month's charges from Leonard and Finco. Sparacio responded that in addition to the regular activities around maintaining the Water Authority website, there have been charges related to their assistance with the SPLASH Study over the last several months.

Motion made by Lawrence, seconded by Allouez to approve the Bill Payment List as presented.

MOTION UNANIMOUSLY APPROVED

Technical Committee Recommendations:

8. Approval of the payment request from Reeke-Marold, Inc. in the amount of \$66,677.40
Burdette asked whether any members need additional explanation on this item. There were no questions beyond the explanation in the written report.

Motion made by De Pere, seconded by Lawrence to approve payment to Reeke-Marold, Inc. in the amount of \$66,677.40.

MOTION UNANIMOUSLY APPROVED

9. Technical Committee officers for 2020

Sparacio reported that the Technical Committee is recommending Kurt Minten of the Town of Lawrence as the 2020 Chair, and Dave Strelcheck of Ledgeview as the 2020 Vice Chair. Delo asked whether Board approval is needed for this. Patrick Wetzels responded that committee chairs and vice chairs are appointed by the Board per the Water Authority By-Laws.

Motion made by De Pere, seconded by Allouez to appoint Kurt Minten of Lawrence as the 2020 Technical Committee Chair and Dave Strelcheck of Ledgeview as the 2020 Vice Chair.

MOTION UNANIMOUSLY APPROVED

Project Update and Status Reports:

10. Engineer's report

Gary Rosenbeck reported that all the Water System Improvement projects are completed and we are now awaiting as-built plans. Sparacio added that the Manager's Report includes the current status of the project financials.

Rosenbeck also reported that the Water Authority's DNR Sanitary Survey was completed. One item coming out of the recent surveys is the need to add downstream chlorine monitoring. This was not required in the original connection station plans, but DNR will likely be requiring this in the future. The Technical Committee is discussing this item.

11. Manager's Report

Sparacio provided a summary of items he worked on for the past month and his plans for the month ahead. In terms of new issues or concerns, we have been made aware that the Water Authority's bond rating is currently being reviewed. Relative to past issues, the challenges with Sharepoint software access have been resolved.

Sparacio then provided an update on his conversations with the Village of Pulaski regarding potential future water service. He distributed to the members the conceptual process timeline that he had shared with the Village earlier this week. The Board discussed the conceptual process and timeline, and there is a consensus that the Water Authority Board is very supportive of working with Pulaski and being as responsive as possible to their needs and desired timeline.

Old Business

12. None

New Business:

13. Election of 2020 officers

Burdette stated that she has spoken with Geoff Farr about his current office of Vice President and about potentially serving as President. Farr stated that he is willing to continue as Vice President unless others have interest in taking on that role. Burdette also stated that she is willing to continue as President unless others have interest in taking on that role. Wetzel stated that he is willing to continue as Secretary/Treasurer. Nominations were opened for 2020 officers. Sarah Burdette was nominated for the office of President, and she accepted the nomination. Geoff Farr was nominated for the office of Vice-President, and he accepted the nomination. Patrick Wetzel was nominated for the office of Secretary/Treasurer, and he accepted the nomination. There were no other nominations.

Motion made by De Pere, seconded by Allouez to close nominations and cast a unanimous ballot for Sarah Burdette of Ledgeview as President for 2020 and 2021.

MOTION UNANIMOUSLY APPROVED

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 2020.

MOTION UNANIMOUSLY APPROVED

Motion made by De Pere, seconded by Allouez to close nominations and cast a unanimous ballot for Patrick Wetzel of Lawrence as Secretary/Treasurer for 2020.

MOTION UNANIMOUSLY APPROVED

14. 2020 meeting schedule

The Board reviewed the 2020 meeting schedule

15. Manager annual performance review

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 Lawrence, seconded by De Pere 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 Howard to change the official title of the position to "General Manager" and to increase the salary by 3.0% to take effect January 1, 2020.

MOTION UNANIMOUSLY APPROVED

Next Meeting:

The next meeting is scheduled for January 22, 2020.

Adjourn:

Motion made to adjourn at 3:50 p.m.

MOTION UNANIMOUSLY APPROVED

Respectfully submitted,
Nicolas Sparacio