

**PROCEEDINGS OF THE CENTRAL BROWN COUNTY WATER AUTHORITY**

Pursuant to Section 19.84 Wis. Stats, a regular meeting of the **Central Brown County Water Authority** was held on Wednesday, December 19, 2018 at the De Pere City Hall, Council Chambers, 335 South Broadway, De Pere, WI

---

**Present:** Allouez – Christopher Sampson  
Bellevue – Diane Wessel  
De Pere – Larry Delo  
Howard – Geoff Farr  
Lawrence – Kurt Minten  
Ledgeview – Sarah Burdette

**Also Present:** Nic Sparacio, Manager  
Don Voogt – McMahon, Assoc.

---

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

**Roll Call:**

Roll Call was taken as recorded above.

**Approval of the Agenda:**

1. Approve agenda  
**Motion made by De Pere, seconded by Lawrence to approve the agenda.**  
**MOTION UNANIMOUSLY APPROVED**

**Approval of Minutes:**

2. November 28, 2018 regular meeting  
**Motion made by Ledgeview, seconded by De Pere to approve the minutes of the regular meeting of November 28, 2018.**  
**MOTION UNANIMOUSLY APPROVED**

**Public Comment:**

3. None

**Appearances:**

4. None

**Administrative Actions & Reports:**

5. Meeting schedule for 2019  
Manager Sparacio presented the calendar of proposed meeting dates for 2019. The Technical Committee has reviewed its dates, and the Board should identify if any further changes are needed. There was discussion as to the whether the Board meetings have typically been held on the final Wednesday or the fourth Wednesday of each month. There

was a consensus that it works best as the fourth Wednesday, so the January and May meeting dates shown on the draft calendar should be adjusted on that basis.

**Motion made by Allouez, seconded by Howard to approve the 2019 Meeting Calendar as amended.**

**MOTION UNANIMOUSLY APPROVED**

**6. Financial Report**

Sparacio presented the November financial report. The financial statements continue to be a work in progress as he works with the accountant to clean up errors. Burdette noted that she appreciated seeing the journal entries reflecting this clean-up process. Sparacio further stated that he is identifying errors as he tracks performance against budget as year-end approaches.

**Motion made by Bellevue, seconded by Allouez to approve the Financial Report.**

**MOTION UNANIMOUSLY APPROVED**

**7. Pay Authorizations**

Sparacio stated that there were a couple additional bills to add to the December list, and he distributed an updated bill payment document to the Board members. He pointed out the two additional checks for year-end invoices from McMahon and Boardman-Clark.

**Motion made by De Pere, seconded by Lawrence to approve the Voucher List as presented.**

**MOTION UNANIMOUSLY APPROVED**

**Technical Committee Recommendations:**

**8. Technical Committee officers for 2019**

Sparacio stated that the Technical Committee took up this item at its December meeting and is forwarding a recommendation to appoint David Betts (Bellevue) as Chair, and Kurt Minten (Lawrence) as Vice-Chair.

**Motion made by Howard, seconded by De Pere to appoint David Betts as Technical Committee Chair for 2019 and Kurt Minten as Technical Committee Vice-Chair for 2019.**

**MOTION UNANIMOUSLY APPROVED**

**Project Update and Status Reports:**

**9. Engineer's Report:**

Don Voogt stated that the planned bid opening for the three upcoming projects is February 5<sup>th</sup>. He reported that McMahon did reach out to MPU to see if they had any upcoming projects to potentially bid jointly, and MPU does not have any similar projects at this time.

**10. Manager's Report:**

Sparacio provided a summary of items he worked on for the past month and his plans for the month ahead. He outlined various technical items and issues that the Authority is currently involved in and addressing. Sparacio noted his planned schedule and how Board members can reach him around the holidays.

Burdette asked Sparacio to provide an update on the SPLASH Study. Sparacio stated that the next step is to review the Task 3 Work Plan at the Steering Committee level. There is

some time yet before the full stakeholder group will be invited to review the details of the business case analysis for the various potential collaboration recommendations.

Chris Sampson asked what the current goals are in the ongoing discussions with Manitowoc Public Utilities. Sparacio explained the primary areas of focus are: the desired optimization projects at the finished water pump station, meter accuracy on the Manitowoc end of the transmission system, improving our partnership and communication with MPU, the questions around capital repair project costs at the water treatment plant, and MPU's planned project to restore the CMF portion of the treatment plant.

### **Old Business**

11. None

### **New Business:**

12. Election of 2019 officers

Burdette stated that she has spoken with each of the Directors currently holding these offices, and they are both willing to continue. Geoff Farr was nominated for the office of Vice-President. There were no other nominations. Patrick Wetzel was nominated for the office of Secretary/Treasurer. There were no other nominations.

**Motion made by De Pere, seconded by Allouez to close nominations and cast a unanimous ballot for Geoff Farr as Vice-President and Patrick Wetzel as Secretary/Treasurer for 2019.**  
**MOTION UNANIMOUSLY APPROVED**

13. Manager 6-month 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 De Pere, seconded by Howard to go into closed session.**  
**ROLL CALL VOTE WAS TAKEN: All ayes.**

**Motion made by Lawrence, seconded by De Pere to return to open session.**  
**ROLL CALL VOTE WAS TAKEN: All ayes.**

**Motion made by De Pere, seconded by Ledgeview to increase the Manager's salary with a 2.25% cost of living adjustment to take effect January 1, 2019.**  
**MOTION UNANIMOUSLY APPROVED**

### **Next Meeting:**

January 23, 2018

Suggested Agenda Items for next meeting on December 19, 2018:

- 1) RFQ for accounting services
- 2) Resolution forming ad-hoc Growth Management Committee

**Adjourn:**

**Motion made to adjourn at 3:40 p.m.**

**MOTION UNANIMOUSLY APPROVED**

Respectfully submitted,  
Nicolas Sparacio