

PROCEEDINGS OF THE CENTRAL BROWN COUNTY WATER AUTHORITY
TECHNICAL COMMITTEE

Pursuant to §19.84 Wis. Stats, a regular meeting of the Central Brown County Water Authority **Technical Committee** was held on Tuesday, January 9, 2024 at the Town of Lawrence Community Center, 2400 Shady Court, De Pere WI, and via video conference.

Members Present: Allouez – Sean Gehin (video)
Bellevue – Teal Spellman (video)
De Pere – Scott Thoresen (video), Eric Zygarlicke
Denmark – Erika Thronson (video)
Howard – Geoff Farr (video)
Lawrence – Kurt Minten
Ledgeview – Greg Potts, Andy Tenor

Also Present: Zach Pethan, Manitowoc Public Utilities (video)
Gary Rosenbeck, McMahan Assoc.
Tony Kappell, McMahan Assoc. (video)
Nic Sparacio, CBCWA General Manager
David Dellise, Roffers Trucking and Excavating

The Central Brown County Water Authority – Technical Committee Meeting was called to order at 1:30 p.m. by Chair Kurt Minten of Lawrence.

Roll Call:

Attendance was recorded as shown above. (Attendees present via video conference are noted with “video.”)

Approval of Agenda:

1. Approve Agenda
Motion made by Howard, seconded by Ledgeview to approve the agenda.
MOTION UNANIMOUSLY APPROVED

Approval of Minutes:

2. December 7, 2023
There were no revisions to the draft minutes.
Motion made by De Pere, seconded by Ledgeview to approve the December 7, 2023 minutes as presented.
MOTION APPROVED UNANIMOUSLY

Appearances or Communications:

3. Representatives for parcel D-2141, Town of Ledgeview
Sparacio provided updates on this item since the last Technical Committee meeting. He explained that the Committee’s recommendation for conditional approval was forwarded to

the Water Authority Board. At its December 13 meeting, the Board reviewed the item and listened to additional testimony from David Dellise. In that meeting, Dellise requested that the portion of the gravel drive not being paved be additionally allowed to place topsoil fill over it and plant it to grass for a lawn. Sparacio responded to this testimony at the Board meeting noting that the Technical Committee did not review this additional requested fill to be placed in the permanent easement. The Board also discussed whether the Town of Ledgeview had received any submittals on the proposed construction, and it had not. The Board then decided to table this item in order to allow the Technical Committee to review the additional request for placement of fill in the permanent easement and to allow the owner to start the application process with the Town of Ledgeview.

Sparacio further reported that Dellise contacted him after the last Board meeting and withdrew the request for the placement of topsoil fill over the unpaved portion of the gravel drive for lawn purposes. Dellise stated that he and Sparacio also discussed whether the elevation of the house needs to be changed. It was determined that the previous request includes enough flexibility on the house and driveway elevation and no changes are needed.

Greg Potts reported that the Town of Ledgeview has not received any application submittals for this property. Discussion continued on attempts to reach the owner, the elevation survey for the lot, and the proposed plans for paving a portion of the gravel drive.

Minten asked Sparacio for the Water Authority's recommendation on the request for additional placement of topsoil fill over the unpaved portion of the gravel drive for lawn purposes. Sparacio responded that he recommends denying that request due to the increased risk of future homeowners coming in conflict with the buried infrastructure on this lot. He believes there is already a risk of this with the plans as recommended for approval, but covering the gravel access drive with a lawn invites even greater potential for conflict. There would no longer be a visual reminder that the Town's and Water Authority's water mains are present in such close proximity to the proposed home.

Minten asked whether any action is needed on this item. Dellise responded and confirmed that he is withdrawing the request for placement of topsoil fill over the unpaved portion of the gravel drive for lawn purposes.

Potts asked for clarification on how the utility laterals crossing the easement will be reviewed. Sparacio responded that part of the recommendation forwarded to the Board is a contingency for building and zoning approval by the Town of Ledgeview and a contingency for Town of Ledgeview and Water Authority approval for any utility service installations within or crossing the permanent easement. The easement amendment cannot be approved until those contingencies are addressed.

Discussion continued on plans for the depth of the sewer and water laterals. Potts suggested that the depth of the water mains is potholed for confirmation. Dellise agreed to have the depth of the water mains potholed for confirmation.

Agenda Items:

4. Project status updates

a. Ductile iron pipe survey and protection

Rosenbeck reported that Corrosion Integrity was not able to conduct the continuity survey before winter weather became a factor. This will now be completed in spring.

b. Emergency back-up supply study

Rosenbeck reported on the updated study document. He presented updated figures on Water Authority and Member water consumption, maximum day peaking factor, future water consumption estimates, groundwater well capacities, and alternative emergency back-up supply scenarios. He then presented a scenario for providing emergency backup supply to Allouez and Howard using well water from De Pere and the Water Authority's transmission main. He also presented a scenario for providing emergency backup supply to Bellevue from the Ledgeview high pressure zone using existing valves at Central Storage.

The Committee discussed the concept of sharing excess well capacity for emergency supply purposes and the need for emergency back-up power for wells and booster pumps. Sean Gehin asked whether the intent of the emergency back-up supply is to meet average day or maximum day demand. Rosenbeck responded that this is a local decision for each Member. Discussion continued on whether such a decision would be coordinated at a higher level when sharing back-up supply resources. If that decision is made, further discussion on the parameters will be needed at a future meeting.

Scott Thoresen stated that he thinks the Water Authority should take over the wells. There is a cost to maintaining the wells, so De Pere may want to abandon some of its wells. If emergency back-up power is needed, then De Pere's costs would be higher. He thinks the Water Authority should front those costs. Geoff Farr responded that there may be ways to share certain well maintenance costs, but he believes that none of the wells should be abandoned. There are complexities that need further discussion. There was a consensus that an additional meeting is needed for this topic.

c. Leak detection near DP-5/LE-2

Zach Pethan reported on the attempted repair at the identified leak location under American Boulevard. Upon excavation and examination, there were no signs of a leak near the suspected fittings. A pressure test indicated that some water loss is still occurring, but at a greatly reduced rate. His best guess is that the fittings seated themselves after relieving the weight on top of them with the excavation. After closing the excavation, the leak rate remained very low with follow-up pressure testing. Acoustic leak detection in the same area now shows no detectable leak noise. Pressure testing will continue on a monthly basis to monitor any changes. It has been determined in agreement with the Water Authority that it would not be cost-effective to attempt any repairs at this time.

- d. **Annual maintenance for chlorine system automatic shut-offs**
Sparacio asked for feedback on the annual maintenance process. The Members responded that all went well. Sparacio added that the automatic shut-off devices will be returned as quickly as possible after the recertification process. Sparacio then reported that Hawkins is asking that the chlorine cylinder valves are exercised on a monthly basis. The Committee discussed this request and raised many questions as to the specific procedure. There was a consensus that the Members will need some additional guidance on this. Hawkins will be invited to meet and demonstrate the process and respond to the Member's questions.
- e. **FWPS reservoir roof repairs**
There was no update on this item.
- f. **Village of Denmark water supply connection**
Erika Thronson reported on construction progress. The generator ship date has solidified, but they are now waiting on delivery of check valves. With these changes, the start of water service is now anticipated for late February or early March.
- g. **Communication planning**
Sparacio reported on progress with the communication planning process. He noted that a video of the PIPER leak detection process has been shared on the Water Authority's social media page, and the fourth quarter PFAS sampling data have been posted to the website. He then reviewed the quarterly PFAS sampling data, which has shown consistent results for the year. With these consistent results, the additional voluntary sampling can end unless any new concerns are raised.
- h. **Water System Excellence Project report card data**
The Committee continued its discussion on this topic. Sparacio explained the criteria for the Communication grades in the preliminary report cards. These scores are primarily based on water utility website content, how websites are formatted for mobile access and accessibility, and how easy it is to contact a water utility. Sparacio plans to review each of the Member's websites and get back to them with any relevant recommendations. The Committee discussed the risks of sharing infrastructure information on websites due to security concerns.
- i. **Asset management planning proposals**
Sparacio reported on progress with review of the proposals for asset management phase one planning. An interview is scheduled for Friday with MSA, the firm that scored best in the written proposal review. He shared details on the interview panel and intended process. There are concerns with Friday's weather, so the interview may end up getting rescheduled.

5. Water sales report through December 31, 2023

Sparacio reported that water consumption for 2023 ended up nearly five percent higher than 2022. He confirmed that only the Village of Howard pumped well water to distribution and requested that volume from Farr. He explained that an operational rate adjustment is not possible this year due to using more water overall than budgeted, but he is still exploring whether a general rebate can be included. Sparacio previewed the year-end true-up numbers for the Members. Allouez, De Pere, and Ledgeview can expect rebates, and Bellevue, Howard, and Lawrence can expect invoices. He hopes to finalize the true-up numbers by mid-February.

6. Water Authority and Member operations – open discussion

Andy Tenor asked when the next maintenance is due on the chlorine analyzers. Sparacio responded that the 6-month maintenance is due in March on the pre-chlorination units and the 1-year maintenance is due on the post-chlorination units. Cleaning of the contact vessel can be done at any time as needed.

Thoresen reported that De Pere is planning for a full rate case in the near future. Minten noted that Lawrence is also in the midst of a rate case.

Sparacio reported on Water Authority operations. He noted that one of the four pumps at the Finished Water Pump Station is having issues with a transformer. This has not interrupted service in any way, as two other pumps also have variable frequency drives. Plans for replacement or repair are still being formulated. He reported on a fiber mapping project that was recently completed for improved locating. And relative to Denmark coming online with water service, MPU is thinking about hosting an operator meeting in spring. The Members responded that April or May would be good timing for an operator meeting.

Old Business:

7. Proposed construction in easement on parcel D-2141, Town of Ledgeview

Minten noted that this item was fully discussed under appearances, and no action is needed at this time.

Next Meeting:

Agenda Items for the Tuesday, February 13, 2024 Meeting

Potential items for the February meeting include:

- Continued discussion of the emergency back-up supply plan

Adjourn:

Motion made by De Pere, seconded by Ledgeview to adjourn at 3:20 p.m.

MOTION UNANIMOUSLY APPROVED

Respectfully submitted,
Nicolas Sparacio