

**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 10, 2023 at the City of De Pere Municipal Services Center, 935 S 6<sup>th</sup> Street, De Pere WI.

---

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

**Also Present:** John Deuchert, Village of Allouez  
Gary Rosenbeck, McMahan Assoc.  
Tony Kappell, McMahan Assoc.  
Nic Sparacio, CBCWA General Manager  
Rob Michaelson, MPU

---

The Central Brown County Water Authority – Technical Committee Meeting was called to order at 1:30 p.m. by Chair Scott Thoresen of De Pere.

**Roll Call:**

Attendance was recorded as shown above.

**Approval of Agenda:**

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

**Approval of Minutes:**

2. December 8, 2022  
There were no revisions to the draft minutes.  
**Motion made by Ledgeview, seconded by Howard to approve the December 8, 2022 minutes as presented.**  
**MOTION APPROVED UNANIMOUSLY**

**Appearances or Communications:**

3. None.

**Agenda Items:**

**4. Report on WDNR Sanitary Survey results**

Nic Sparacio stated that the Department of Natural Resources Sanitary Survey of the Water Authority's infrastructure took place in early December. The report of results was received and shared with the Technical Committee for awareness. The result was a clean survey with no deficiencies. Sparacio thanked MPU for their excellent work on operating and maintaining the transmission system. There were some recommendations in the survey relative to cybersecurity, and MPU is reviewing these for the Authority. Sparacio then noted that he had also discussed with DNR staff that the Water Authority's Emergency Response Plan will need to be updated when the Denmark connection is completed.

**5. Project status updates**

**a. Cell-to-cell pipe survey**

Sparacio reported on the results of the cell-to-cell survey review performed by Johnson Creek, the recommendations from Johnson Creek, and the possible next steps. The survey review found several scope items that were not completed, some possible data interpretation errors, some possible computation errors, and some verifiable computation errors. Both the number of errors and the nature of the errors are concerning. Sparacio then reviewed the recommendations and noted that he and Gary Rosenbeck are still discussing the best path forward. Generally, the possible next steps include trying to correct the survey errors or just moving toward installation of active cathodic protection. A third option would be to stop all work and request qualifications from cathodic protection firms.

Rosenbeck further discussed the possible next steps. He explained that the impacts of investigating all the potential hot spots identified by the survey could be costly and invasive. A key question is whether or not the piping is still continuous, so this will need to be reviewed in the field to determine which options for protection are feasible. The Committee discussed the advantages and disadvantages of continuing with the survey process, the potential cost of completing and correcting the survey, and the potential cost of installing active cathodic protection. It was noted that the condition of the bonds across pipe joints have not been visually verified in any recent excavation.

Rosenbeck then noted that additional review of this information is needed. McMahon and the Water Authority will follow up with Johnson Creek and NIS before bringing a recommendation back to the Technical Committee.

**b. Emergency back-up supply study**

Sparacio stated that there is no update at this time. He is waiting to hear back from Green Bay Water on whether there is willingness to discuss with Allouez a potential small-scale interconnection relative to the planned reconstruction of Webster Avenue.

**c. Meter accuracy and process for calibration – report on recent testing**

Sparacio explained that this item remains as a placeholder on the agenda for now.

**d. Manitowoc pump station optimization**

Sparacio reported that this item can be removed from future agendas. The project is complete.

**e. FWPS reservoir roof repairs**

Rob Michaelson reported that the reservoir roof is watertight and MPU is now pursuing whether a membrane should also be added to the roof. WDNR identified the roof slope and lack of membrane as nonconformities, meaning that these items should be brought up to code when there is an opportunity. He has since confirmed that the roof slope actually does meet code, so the addition of a membrane would resolve the nonconformity. The Committee discussed the condition of the roof, options for upgrading it, and the potential costs.

**f. Report on main break repairs and investigation**

Michaelson reported on the work done to excavate and operate the valve near the DP-5/LE-2 connection station. This turned out to be a gate valve rather than a butterfly valve as shown in the as-builts. Thus, it was relatively simple to make operable and did not require any repairs. With this valve functioning, investigation can continue on locating the apparent small leak that is occurring somewhere on this one-half mile section of transmission main. MPU and the Water Authority continue to explore options for finding a leak where there is very little access to the pipeline. Discussion continued on the cost of main break repairs and contractors available to assist with them.

**g. SPLASH Study implementation**

Sparacio explained that the joint effort to request proposals for tank and reservoir inspections will not proceed for 2023. Green Bay Water had only the reservoirs at its treatment plant and felt that these were unique in the required work scope. The only other tanks and reservoirs were in De Pere, so De Pere proceeded on its own as well. Thoresen added that he has already released RFPs for this and for leak detection services, and he is hearing that contractors are already booked up for 2023.

**h. Village of Denmark water supply connection**

Sparacio stated that the pre-construction meeting was held Monday morning, and schedule challenges are already being discussed. Obtaining PLC components seems to be the biggest limiting factor. The electrical contractor stated in the meeting that PLCs are a year out from order, and the connection cannot begin operation without the controls. Erika Thronson added that the backup generator also has a very long lead time. Tony Kappell also added that VFDs have a very long lead time. Due to these lead times, it may be later in 2023 or in early 2024 before the station is ready.

Thoresen asked whether this timeline creates any issue contractually or whether the Authority can just work with Denmark on the timing. Sparacio responded that there would be no issue with the contract, and the Authority will work with Denmark on the

timing. Discussion continued on the connection to the transmission main. This will come up early in the construction schedule, so the Authority will work with the parties to ensure that the connection is ready to go.

i. **Communication planning**

The Committee discussed some follow-up items relative to messaging and the Water Authority's social media launch. The new Facebook page is found at "cbcwaH2O." Sparacio encouraged the members to like and follow the page. The Committee then discussed the updated Message Management Guidance matrix and the planned social media posts for January. Discussion continued on funding sources for service line replacements. Michaelson explained that applications for 2023 DNR loan funds for service line replacements were already due. The next opportunity for DNR loan funds would be for 2024 assistance.

**6. Water sales report through December 31, 2022**

Sparacio reported that water consumption continued to be a little higher than typical in December, so total 2022 water use was nearly 2% higher than last year. Even with this increase, a small take-or-pay charge from MPU is still anticipated. He then stated that in order to finalize the annual true-up, he needs Member volumes of well water pumped to distribution, and he will need to review for any potential operational rate adjustment. Due to higher expenses in 2022, he does not anticipate an adjustment will be possible, but he will still complete the evaluation. While the true-up numbers are not yet final, he encouraged the Members to be prepared for what they see so far. He should have a final draft for the February meeting.

**7. Member and Water Authority operations open discussion**

Thoresen stated that with all the Committee Members and several of the Alternates together in person, and with some of the recent changes in personnel, he would like to have introductions around the table. All the meeting attendees introduced themselves.

Thoresen then described De Pere's challenges with the service line inventory process. The potential cost of visually verifying the materials of every lateral under the street is prohibitive. Discussion continued on the expected timeline for the inventories and possible approaches to the work. Geoff Farr described how Howard plans to approach the interior plumbing portion of the inventory. The Committee discussed methods for testing solder, the tap sampling process, and local practices for use of corrosion inhibitors.

**Old Business:**

8. None

**Next Meeting:**

**Agenda Items for the Tuesday, February 7, 2023 Meeting**

Potential items for the February meeting include:

- MPU invoice for VFD installation
- Updated 2022 true-up adjustments and Member allocation

**Adjourn:**

**Motion made by Allouez, seconded by Lawrence to adjourn at 3:25 p.m.**

**MOTION UNANIMOUSLY APPROVED**

Respectfully submitted,  
Nicolas Sparacio