

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, March 12, 2024 at the Town of Lawrence Community Center, 2400 Shady Court, De Pere WI, and via video conference.

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

Also Present: Zach Pethan, Manitowoc Public Utilities (video)
Tony Kappell, McMahon Assoc. (video)
Nic Sparacio, CBCWA General Manager

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 De Pere, seconded by Ledgeview to approve the agenda.
MOTION UNANIMOUSLY APPROVED

Approval of Minutes:

2. January 9, 2024
There were no revisions to the draft minutes.
Motion made by Allouez, seconded by Lawrence to approve the January 9, 2024 minutes as presented.
MOTION APPROVED UNANIMOUSLY

Appearances or Communications:

3. None

Agenda Items:

4. Project status updates

a. **Ductile iron pipe survey and protection**

Tony Kappell reported on progress with the continuity survey. The contractor has completed the survey and provided a preliminary report of the results. There were a variety of results in terms of pipeline continuity, and a couple days of additional field work are required to complete the process.

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

Nic Sparacio noted that the intent for this item is to continue the in-depth discussion next month, either at the scheduled Technical Committee meeting or at a special meeting for this purpose. Sparacio presented the flowchart explaining the next set of decisions that must be made and asked that the Members be prepared to discuss their responses to these questions at the next meeting.

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

Sparacio reported that the plan is to continue pressure testing on a monthly basis through April, and then if nothing changes, to reduce to quarterly pressure testing. So far, the pressure tests continue to show a leak so small that it would not be cost-effective to attempt any repairs at this time. Scott Thoresen asked whether there is an estimate for the volume of water loss reflected by these pressure tests. Zach Pethan responded that he would review that and get back to the Committee.

d. **FWPS reservoir roof repairs**

There was no update on this item.

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

Erika Thronson reported that Denmark completed the water service switchover to the Water Authority supply on Monday, March 4. The groundwater wells have not been needed since that time. Thronson reviewed outstanding items that are still being worked on as the new facility nears final completion. The Committee discussed best practices and past experiences for utilizing reservoirs, operating emergency backup wells, and responding to community questions.

f. **Communication planning**

Sparacio reported that the major focus has been the Denmark water service dedication event. He thanked the many Technical Committee members that were able to attend.

g. **Asset management planning proposals**

Sparacio reported that the interview with MSA Professional Services was held on March 5. The interview went very well, and the interview panel is comfortable proceeding with MSA as the selected consultant. He then reviewed some of the key learning points from the discussion. These included:

- The scope of work for Phase 1 is intentionally limited and is more about the “what” and the “why” than the “how.” We will keep the how in mind as we proceed, but that will be the specific focus of future phases.

- Asset management is a continuous improvement process. The Phase 1 deliverables are not the end results but will get us started by building the foundation we need to be efficient with the rest of the process.
- MSA personnel are not the 48-inch steel pipeline experts and do not claim to be. We can collaborate with their water system engineer, but he will not be the one to tell us exactly how to manage that asset.
- McMahon will have significant involvement in every step of this project. MPU will have plenty of involvement as well. MSA recognizes this and agrees to partner with our key stakeholders to ensure the success of the project.

Sean Gehin asked who will be responsible for maintaining the asset management system after it is completed. Sparacio responded that the Water Authority will be ultimately responsible for it, but it will continue to be a team effort. For example, McMahon is contracted to provide GIS services for the Water Authority, and MPU staff are empowered to enter field data when performing maintenance. Discussion continued on asset management software alternatives, how to define assets, and how we could potentially collaborate throughout the process.

Sparacio then noted that he is working through the service agreement with MSA, and he has asked McMahon to provide a task order for their involvement. He reviewed the project budget, and there are sufficient funds to cover the total costs.

5. Water sales report through February 29, 2024

Sparacio reported that water consumption for the first two months of 2024 was 4.5% higher than this same period last year. He then reviewed the monthly water consumption report data that MPU provides pointing out the detailed chart showing the midnight-to-midnight SCADA readings for each connection station. If Members are monitoring their water consumption with SCADA or a check meter, be sure to compare the local data with the corresponding MPU data. The meter readings used for billing purposes under the contract may differ by as many as two or three days from the actual first and last days of the month.

Discussion continued on the differences between the meter readings and the SCADA values. This may be an area where the contracts could be revised, but the original intent behind requiring meter readings should be reviewed first. Greg Potts asked whether the contract includes a minimum variance between meters that requires any action. Sparacio responded that the contract does not set a minimum variance. A Member has the right to question a variance of any amount between the Authority's meter and the Member's check meter. *[Added clarification: The Member Water Purchase and Sale Contract does set a 2% variance as the minimum threshold where back-billing or refunding would become a possibility. But this is not the threshold for meter calibration. Calibration could be used for an even smaller variance per Ch. PSC185.65 of the Wisconsin Administrative Code.]*

Geoff Farr asked what firm will be calibrating the Water Authority's meters this year. Pethan responded that Midwest Meter will be performing meter testing.

6. Water Authority and Member operations – open discussion

Minten reported that the Town of Lawrence is taking the next steps to bring the LE-2 connection station online in 2025. Discussion continued on how the LE-2 station will affect water service in the areas near De Pere. Thoresen shared the tower and reservoir inspection pricing and the watermain replacement pricing recently received by De Pere. Discussion continued on recent trends in construction costs and utility contractors available for main break repairs.

Sparacio distributed the upcoming preventive maintenance kits for the chlorine analyzers. These are for installation in March. He then shared photos of a recent excavation for culvert replacement on S Pine Tree Road. A conflict occurred because the culvert was underneath the 24-inch transmission main with no plan to support the exposed pipe. Work was stopped before an issue occurred.

Old Business:

7. None

Next Meeting:

Agenda Items for the Tuesday, April 9, 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 Allouez to adjourn at 2:55 p.m.

MOTION UNANIMOUSLY APPROVED

Respectfully submitted,
Nicolas Sparacio