

**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, April 12, 2022 at the Village of Allouez Village Hall, 1900 Libal Street, Allouez WI, and via video conference.

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**Members Present:** Allouez – Sean Gehin, Mike Mahloch  
Bellevue – Eric Woodke  
De Pere – Eric Zygarlicke  
Howard – Geoff Farr (video)  
Lawrence – Kurt Minten  
Ledgeview – Andy Tenor

**Also Present:** Rob Michaelson, Manitowoc Public Utilities  
Zach Pethan, Manitowoc Public Utilities  
Nic Sparacio, CBCWA General Manager

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

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

**Approval of Minutes:**

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

**Appearances or Communications:**

3. None.

**Agenda Items:**

4. **Presentation by De Pere of service line inventory GIS tool**  
Eric Zygarlicke presented the City of De Pere’s GIS tool for managing the service line inventory process as related to the lead and copper rule. De Pere’s internal GIS staff

worked with the water utility to build the tool within their existing GIS system. The data points collected and the options available in drop-down menus are based largely on the Wisconsin Department of Natural Resources guidance and example inventory spreadsheet. Due to limited records available in De Pere, there are many services that have to be verified in the field. They plan to start with the oldest properties and work their way to the newest properties. The data collected will include both the service lines and interior plumbing with the goal of only visiting each property one time for those that require field verification.

The Committee discussed the process for narrowing down the number of properties that need to be field verified based on the dates of construction and availability of records. Zygarlicke noted that communities can request property owners to self-report their interior plumbing materials, but this has had very low response rates for other utilities that tried this approach. The Committee also discussed sharing their database designs with each other. Gehin explained that Allouez is working with a GIS consultant to set up its inventory tool. Andy Tenor explained that Ledgeview recently purchased a new GIS package that also includes a service line inventory application. Discussion continued on the various GIS platforms that can be used and the future need to allow public access to the collected data.

**5. Discussion on corrosion inhibitors and current practices**

Nic Sparacio explained that this item was added to the agenda due to the emails that had been circulating on the topic. The conversation was initiated by Gary Rosenbeck (of McMahan) in order to share information with the Village of Denmark regarding its future conversion from groundwater to surface water. No further discussion was needed by the Committee at this time.

**6. Proposal from NIS for Test Station Repairs**

Sparacio reported that this proposal from NIS for corrosion protection system repairs is still in progress and will be brought back for review at the May meeting.

**7. Project status updates**

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

Sparacio stated that there were two topics remaining for discussion as requested at the March meeting: updated well maintenance costs and future water use projections. He then began with the updated well maintenance costs. The 2012 water system optimization plan included an analysis of well maintenance costs at that time. The report presented an annual cost of \$11,000 per well including \$5,000 for power and operation, and \$60,000 every 10 years to pull a well pump for inspection. This cost was then annualized at \$6,000. This data is now 10 years old, so McMahan has requested updated actual costs from all the Members.

Sparacio explained, based on responses received so far, it appears that the annual cost may have gone down since 2012. The main driver of costs for emergency back-up wells is pulling the pump for inspection. Zygarlicke stated that WDNR code has since changed to reduce the inspection frequency to once every 15 years, and the cost of pulling and inspecting a pump remains in the \$50,000 to 60,000 range. Therefore, that cost can

now be spread over a longer period. Kurt Minten stated that Lawrence will not need to pull its well pump until 2075 per WDNR. Sparacio continued that there was a motor replacement cost to consider in De Pere, but we do not yet have that cost figure. McMahan will continue collecting the additional information needed from the Members for inclusion in the updated study.

Sparacio then reviewed the updated projections for future water consumption. Some of the Members have provided updated figures. He then presented the data and example projections that he is currently working on based on the Members' annual reports to the PSC. Starting with this data allows the projections to be adjusted based on trends in water use by each customer class. Applying these trends may help to explain why water consumption is not growing as quickly as other indicators of community growth like population or new development. Sparacio will develop some projections for each Member and will ask each of them to indicate whether they have any projections for future population or land use acreages that they consider reliable.

**b. Chlorine analyzer maintenance**

Sparacio noted that links to the videos of the analyzer maintenance process demonstration have been emailed to the group. He also reported that he has not yet received the backordered maintenance kits, and he reviewed the list of Members waiting for them.

**c. Meter accuracy and process for calibration**

Rob Michaelson reported on the status of the calibration process for the meter at the finished water pump station in Manitowoc. When MPU attempted draw-down testing last year, they experienced some unusual results. They believe this issue is now resolved, so they should be able to conduct the draw-down testing and calibration again soon. There is currently a challenge with the pricing for peak-hour demand charges, so MPU will wait for a favorable variance approval to the charges before proceeding. Michaelson also anticipates retesting the connection station meters at some point this summer.

**d. Manitowoc pump station optimization**

Michaelson reported that the VFD installation bids have been received and the VFD delivery is still on track for the end of April. Sparacio reviewed the bid tabulation and added that this is an action item for recommendation to the Board. He noted that the request for installation bids was reviewed by McMahan and the bids received are within budget.

**Motion made by Howard, seconded by Ledgerview to recommend to the Board approval of the VFD installation bid from Sargent Electric.**

**MOTION UNANIMOUSLY APPROVED**

**e. Door replacements**

Sparacio stated that he has not heard anything new from LaForce. He will check in again on the expected material completion of April 15<sup>th</sup>.

f. **SPLASH Study implementation**

There are no updates, so this item was not discussed.

g. **Asset management planning**

There are no updates, so this item was not discussed.

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

Sparacio reported that the Village of Denmark Village Board passed its final resolution authorizing the contract to join the Water Authority. This part of the process is now complete. A reception will be held on May 18<sup>th</sup> welcoming the Village of Denmark to the Water Authority.

**8. Water sales report through March 31, 2022**

Sparacio reported that 2022 water consumption continues on a positive trend at about 2% over the same period last year. After one quarter, the Village of Howard is using a notably larger share of the total water supply than budgeted, and all other Members are using less than their budgeted shares.

**Old Business:**

**9. Updates on joint solicitations – hydrant painting and leak detection**

Mike Mahloch provided an overview of the hydrant painting details. He has a price per hydrant that would be available to the participating Members. Gehin stated that he has not yet had a chance to draft a request for leak detection quotes, but he will do that soon.

**Next Meeting:**

**Agenda Items for the Tuesday, May 10, 2022 Meeting**

Potential items for the May meeting include:

- Proposal from NIS for test station repairs

**Adjourn:**

**Motion made by Allouez, seconded by Lawrence to adjourn at 2:55 p.m.**

**MOTION UNANIMOUSLY APPROVED**

Respectfully submitted,  
Nicolas Sparacio