

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 13, 2021 at the Town of Ledgeview Public Works Shop, 1915 Scray Hill Road, De Pere, WI, and via video conference. Note that in light of public health concerns regarding COVID-19, this was a telephone/video conference meeting for Committee members. Members of the public were offered the opportunity to either attend the meeting at the location noted above or to contact the Water Authority to obtain telephone or internet access to the meeting.

Members Present: Bellevue – Shawn Geiger
De Pere – Scott Thoresen, Eric Zygarlicke
Howard – Geoff Farr
Lawrence – Tyler Mueller
Ledgeview – Andy Tenor (in person), Greg Potts (in person)

Members Absent: Allouez

Also Present: Rob Michaelson – Manitowoc Public Utilities
Gary Rosenbeck – McMahon, Inc.
Nic Sparacio, CBCWA General Manager

The April 13, 2021 Central Brown County Water Authority – Technical Committee Meeting was called to order at 1:35 p.m. by Chair Greg Potts of Ledgeview.

Roll Call:

Attendance was recorded as shown above. (Note that all attendees listed were present via video conference or teleconference unless otherwise noted as “in person.”)

Approval of Agenda:

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

Approval of Minutes:

2. February 9, 2021
There were no revisions to the draft minutes.
Motion made by Ledgeview, seconded by De Pere to approve the February 9, 2021 minutes as presented.
MOTION APPROVED UNANIMOUSLY

Appearances:

3. None

Communications:

4. None

Agenda Items:

5. Member and Water Authority operations – open discussion

Nic Sparacio stated that he received a concern regarding rusting doors on the connection stations. Eric Zygarlicke responded that the doors at DP-2 on Erie are rusting through and warping and asked whether others are experiencing the same issue. Geoff Farr stated that he has a number of water tower doors that are rusting. Zygarlicke recommends contacting LaForce to get an estimate for replacement. Sparacio suggested that the group generate a list of doors that need replacing, and the Water Authority could serve as a vehicle for making a joint purchase if it would help with the pricing. Scott Thoresen suggested that we set this up as a 2022 project for a joint bid on doors for the Water Authority facilities and any Member facilities that also need replacing. Discussion continued around ownership and maintenance of the connection stations. Thoresen requested that the documents explaining the maintenance requirements be provided to the Members.

Zygarlicke asked if other Members are using the AWWA M36 Water Loss Manual. Farr responded that Village of Howard also uses this tool.

Thoresen reported on progress in De Pere with discussions on private water system leak detection and other maintenance. DNR seems to be asking for local utilities to take on more of these responsibilities. This has been a recommendation on recent Sanitary Surveys. Farr stated that Howard does leak detection, valve exercising, flushing, and hydrant painting for private systems on a fee basis. Discussion continued on procedures and communications for establishing these services.

Farr reported that he has nine participants signed up for tower climbing safety training on May 4th and 5th. There is one slot still open if anyone is interested. Thoresen reported that their leak detection contract is going forward with Ferguson. Allouez, Bellevue, and De Pere bid this jointly. Tyler Mueller left the meeting at this time.

Thoresen reported that one of De Pere's AMI receivers continues to be out of service. The repairs were not successful, so it will now need to be replaced. He asked how the original agreement addresses a replacement like this. Sparacio will send the agreement.

6. EPA Lead and Copper Rule Revisions inventory requirements

Sparacio stated that the service lateral inventories under the EPA Lead and Copper Rule Revisions (LCRR) will likely be due in September of 2024. The inventory is very important as any lead services, certain galvanized services, and any unknown services will then need to be addressed with a replacement plan. Andy Tenor stated that in addition to the inventory, the LCRR includes action levels from sampling that could result in treatment requirements. Water utilities may have to weigh the costs of treatment versus replacement.

The Committee discussed data that have been collected with meter exchanges and cross-connection inspections over the years. Service diameter is known in some instances, but premise plumbing materials have generally not been recorded. Additions to municipal databases will be needed in order to gather this data in one place for each utility.

Discussion continued on what is actually required to comply with the LCRR. Sparacio stated that recent WI-AWWA training communicated that not every building needs to be physically inspected. There is a narrowing down that is expected on the basis of local policy history (i.e., prohibitions on lead-based materials), building and plumbing permits, and other applicable documentation. Zygarlicke stated that the materials he has seen suggest that every single service needs physical verification. Additional clarification will be needed.

7. Project status updates

a. **Chlorine analyzers and solenoids – performance, maintenance, recycling old units and reagents**

Tenor reported that their readings are drifting by as much as 2 to 3 tenths and are generally reading higher than actual. Zygarlicke reported that he is having to calibrate more frequently than once per week. He also found that in testing the chlorine feed and solenoid, the post-chlorination analyzer readings continued to escalate, well after the feed was shut off, to the point that it triggered an alarm. This happened at DP-3 and DP-5, but not DP-2. Tenor continued that he made improvements in the readings by adjusting flow to the analyzer, but this resulted in a low-flow alarm at one point. Shawn Geiger stated that the analyzer in BE-1 is working well. Farr stated that HD-1 is also working well and only needs calibration once per month.

Regarding the old analyzers, Zygarlicke has identified a recycler that will take them at no cost. He will email everyone with the information. Inquiries are still being made to try to locate another utility that can make use of the reagents.

Sparacio presented details on the recommended maintenance schedule and costs for the new analyzers. He proposed that the Water Authority cover the costs for PM materials on the pre-chlorination analyzers at each location, that De Pere, Allouez, and Lawrence cover the costs for PM materials on the post-chlorination analyzers, and that each Member provide the labor and cover all other costs on maintenance or repair issues. There was a consensus that this meets everyone's expectations.

Thoresen asked what kind of recourse we have with the ongoing issues on the new analyzers. Sparacio responded that we have a warranty on the purchases and we will have an ongoing relationship with Energenecs on the PM kits.

b. **Automatic chlorine shut-offs calibration and maintenance**

Sparacio stated that the Water Authority does not have a maintenance agreement in place for the automatic chlorine shut-offs. Rob Michaelson stated that MPU would be willing to participate in establishing a maintenance agreement if others are interested. Farr stated that Howard would be interested. Zygarlicke stated that De Pere has been

performing some regular maintenance on its chlorine system shut-offs, but could potentially benefit from a vendor service. Sparacio will follow up on a potential service contract for this. Michaelson also asked if anyone was planning to eliminate the older chlorine leak sensors. Zygarlicke responded that De Pere plans to keep the redundant system as long as it is working.

c. Meter accuracy and process for calibration

Michaelson stated there is no progress to report at this time. He will continue to reach out to vendors to set up additional meter tests.

d. Manitowoc pump station optimization

Michaelson reported on progress with the VFD procurement package. There are a couple minor revisions being finalized, but he expects the procurement package to be released by the end of April. The controls modifications for automated pump changes continue to work well.

e. SPLASH Study implementation

Sparacio stated there is nothing to report at this time regarding SPLASH implementation.

f. 9th Amendment to the Member Water Purchase Agreement

Sparacio presented the financial analysis related to the proposed 9th Amendment to the Water Purchase and Sale Contract. He created a budget model that includes two hypothetical new customer members. That model was then used to test various scenarios relative to the impacts of water consumption estimates versus actual water consumption. The purpose of the testing was to quantify any risk to the Charter Members of having to pay (through the annual true-up process) for coverage liabilities resulting from Customer Members overestimating or underestimating their annual water use.

Sparacio reported on the results of the testing. The various scenarios showed very little risk to the Charter Members to cover an operational revenue shortfall from Customer Members. A driving force limiting the risk is that the largest part of the annual operational budget is the water purchase expense. The water purchase expense is generally self-correcting since new Customer Members pay for costs on a volume basis. In order to create a coverage liability in the model, water consumption by Customer Members had to be substantially overestimated and the operational rate had to be artificially reduced. But even this scenario resulted in a very small amount that had to be paid by the Charter Members.

Thoresen asked for the details on the water use volumes that were used in the model. Sparacio opened up the models and displayed the water consumption volumes for scenarios 1 and 2. The total overestimate between the two hypothetical customers was 55 million gallons (or 38%) for the year in scenario 2, which resulted in a coverage liability of \$1,200 (related to operational expenses other than water purchase) to be

paid by the Charter Members. The Committee continued discussion on the differences between Customer Members paying on a volume basis and Charter Members using the annual true-up process. Sparacio then continued to present budget and revenue scenarios 3 through 7 and the lessons learned through this modeling process.

Thoresen asked what the process is for setting the water purchase rate for a new customer. Sparacio responded that the Growth Management Task Force developed a cost-of-service calculator that will provide a basis for rate setting. But each situation could have unique costs and benefits, so each rate will be negotiated to fit the circumstances. Thoresen thanked Sparacio for his diligence in developing these financial scenarios.

g. Emergency back-up supply study

Gary Rosenbeck reminded Allouez, Bellevue, and Ledgeview that he needs their updated well facilities information. He also needs some clarifications on the information he received from Howard. Sparacio has started discussions with Green Bay Water toward a framework for emergency interconnection agreements that will also help with this process. There is little more Rosenbeck can do on this project until he receives the updated well data from everyone, so please respond to that request.

h. Risk and Resilience planning – cybersecurity

Sparacio shared information from a cybersecurity training that he attended. This will be used to assist with some updates to the Water Authority's Emergency Response Plan. We will keep this item on the agenda as the deadline approaches for the Members to certify their Risk and Resilience Plans.

i. Transmission main construction specifications

Sparacio reported on the related communications with the Counties and Towns where our transmission main is present. Brown County has agreed to provide notice to the Water Authority whenever they receive a permit request for work in the county highway right-of-way near our facilities. Most of the applicable Towns and the City of Manitowoc have agreed to this as well.

8. Water sales report through March 31, 2021

Sparacio reported on water consumption for the previous month. Water use picked up substantially in March, but we are still about 1.5% behind this time last year. It is still early for year-end true-up estimates, but the Members can see where they stand after the first quarter. There were no questions on the water sales report.

Old Business:

9. None

Next Meeting:

Agenda Items for the Tuesday, May 11, 2021 Meeting

Potential agenda items for the next meeting include:

- Proposals for 2021 corrosion protection services
- May 11 will likely work as an in-person meeting for everyone

Adjourn:

Motion made by De Pere, seconded by Ledgeview to adjourn at 4:15 p.m.

MOTION UNANIMOUSLY APPROVED

Respectfully submitted,
Nicolas Sparacio