

**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, May 10, 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  
De Pere – Scott Thoresen  
Howard – Geoff Farr (video)  
Lawrence – Kurt Minten  
Ledgeview – Greg Potts

**Excused:** Bellevue

**Also Present:** Cole Erickson, Village of Bellevue  
Rob Michaelson, Manitowoc Public Utilities  
Gary Rosenbeck, McMahon Assoc. (video)  
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 De Pere, seconded by Lawrence to approve the agenda.**

**MOTION UNANIMOUSLY APPROVED**

**Approval of Minutes:**

2. April 12, 2022

There were no revisions to the draft minutes.

**Motion made by Ledgeview, seconded by Lawrence to approve the April 12, 2022 minutes as presented.**

**MOTION APPROVED UNANIMOUSLY**

**Appearances or Communications:**

3. None.

**Agenda Items:**

**4. Member and Water Authority operations – open discussion**

Gehin opened this item for discussion by the Members. Nic Sparacio reported that he is working with MPU on updates to the Preventive Maintenance Program for the Water Authority transmission system. Greg Potts asked about the status of the hydrant painting quote. Gehin responded that Mike Mahloch is working on this and secured the reported pricing from Ferguson. Gehin also reported that he is working on the request for quotes for leak detection services. Rob Michaelson reported on progress with posting emergency phone numbers. The connection stations will include a QR code sticker or magnet that can be scanned with a smartphone to bring up the current contact list.

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

Gary Rosenbeck reported that the updated proposal was received just before the meeting. The revised proposal breaks the scope of work into a few different approaches with the first step being some additional exploration to clarify the real needs before proceeding with the repairs. Sparacio stated that he will review the new proposal with Rosenbeck and will be prepared with a recommendation prior to the June meeting.

**6. Project status updates**

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

Sparacio reported on the status of the MOU with Green Bay Water and the status of the future water demand projections. Work continues in both of these areas with updates expected for the June meeting. Rosenbeck also reported that he has drafted a matrix of updated well maintenance costs at each of the well sites. He will forward the draft to each of the Members for review and response.

**b. Chlorine analyzer maintenance**

Sparacio confirmed with the Members that the preventive maintenance kits were installed and that the analyzers are functioning well. There were no issues identified. He added that he will start to invoice the Members with post-chlorination (bare electrode) analyzers for the cost of the related PM kits.

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

Michaelson reported that he anticipates retesting the connection station meters at some point this summer. This will be scheduled soon with Midwest Meter.

**d. Manitowoc pump station optimization**

Michaelson reported that the VFD is received, the installation contract is finalized with Sargent Electric, and they currently await the start of installation. Some modifications to the doorframe will be needed to bring the VFD into the building, and MPU awaits contractor availability to make those modifications.

**e. Door replacements**

Sparacio stated that the door installations have begun in Howard and Lawrence. He will hold Member invoices until all installations are complete.

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 noted the upcoming reception on May 18 welcoming Denmark to the Water Authority. After signing the contracts that day, Denmark's representatives will be able to attend Technical Committee and Board meetings.

Rosenbeck reported on the investigation of incoming chlorine residuals for the new Denmark connection. Based on data for residual history at the treatment plant and the Master Meter Station, it appears that the incoming levels will not be too high for Denmark's water system. Operationally, no changes are anticipated to be necessary, so there would then be no impact to Manitowoc or the other Water Authority Members. Additionally, the future location for Denmark's chlorination point, as compared to the locations of the existing chlorination points, further reduces the risk that the incoming residual from the transmission main would be too high. They may, in fact, need to boost chlorine. Rosenbeck further explained that we will not know anything more on this until the connection is made and the new water supply begins service.

i. **Excavation plan review and local excavation permits**

Sparacio reported that the review process and related standards for construction by others in proximity to the pipeline have now been in place since fall of 2020. He asked for feedback on how the process is going. Michaelson responded that Brown County has been very good about sending notices of excavation permit applications. He also explained how he monitors Diggers Hotline tickets for any directional boring near the pipeline and how he proactively reaches out in those situations. Gehin added that Allouez has major utility projects underway related to fiber optic service expansion and asked what the tolerances are for our review process. Sparacio responded that parallel excavation with 15 feet will be reviewed to the highest level, along with any crossings over or under the pipeline, or any blasting or other sources of vibration near the pipeline.

Sparacio then asked whether the Committee sees any issues with sending a letter to all property owners along the 48-inch transmission main and property owners with pipeline easements. The letters would provide Water Authority contact information, remind the owners that the pipeline is adjacent to or within their properties, and ask them to steer clear of it. There was a consensus that this would be beneficial.

**7. Water sales report through April 30, 2022**

Sparacio reported that 2022 water consumption dropped a bit in April and is now less than 1% higher than the same period last year. Water use dropped significantly in Bellevue in

particular. There is no known reason for this at this time. The Village of Howard continues to use a notably larger share of the total water supply than budgeted, and all other Members are using less than their budgeted shares. Geoff Farr added that Howard is doing well with water loss control, so this increased water use appears to be connected to new growth and increased water purchases.

**Old Business:**

8. None

**Next Meeting:**

**Agenda Items for the Tuesday, June 7, 2022 Meeting**

Note the change in meeting date from June 14 to June 7. Potential items for the June meeting include:

- Proposal from NIS for test station repairs

**Adjourn:**

**Motion made by Ledgeview, seconded by De Pere to adjourn at 2:10 p.m.**

**MOTION UNANIMOUSLY APPROVED**

Respectfully submitted,  
Nicolas Sparacio