

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, June 7, 2022 at the Village of Allouez Village Hall, 1900 Libal Street, Allouez WI, and via video conference.

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

Also Present: Rob Michaelson, Manitowoc Public Utilities
Gary Rosenbeck, McMahan Assoc.
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 Sean Gehin of Allouez.

Roll Call:

Attendance was recorded as shown above. (Attendees present via video conference are noted with “video.”) Welcome to Erika Thronson of the Village of Denmark, the Water Authority’s newest Member community.

Approval of Agenda:

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

Approval of Minutes:

2. May 10, 2022
There were no revisions to the draft minutes.
Motion made by De Pere, seconded by Howard to approve the May 10, 2022 minutes as presented.
MOTION APPROVED UNANIMOUSLY

Appearances or Communications:

3. None.

Agenda Items:

4. Proposal from NIS for Test Station Repairs

Nic Sparacio reported that McMahon and MPU met with NIS to review the scope of work for test station repairs. Gary Rosenbeck added that MPU staff has been instrumental in clarifying the locations and status of the test stations. We expect to have a revised proposal for the next meeting.

5. Review of transmission system Preventive Maintenance Program

Sparacio explained that MPU is responsible under the water purchase and sale contract to create and maintain a preventive maintenance program for the Water Authority's transmission system. This started out as a set of checklists for each of the facilities but was developed into a more comprehensive program in 2019. After three years of use, the document is due for an update. Sparacio has met with MPU and McMahon to review the document and identify the needed changes. The updates are in progress and should be ready for review at the next meeting.

6. Review of Water Authority's Change Order Policy

Sparacio reported that the Water Authority Board recently approved an updated Purchasing Policy. Discussion of that policy by the Board raised some questions about construction contracts including change orders, so Sparacio is requesting feedback from the Technical Committee on the 2005 Change Order Policy. Scott Thoresen asked whether the percentage of total project value is a consideration for change order amounts in this policy? Discussion continued as to whether the state statute in this regard applies to a joint local water authority. There was consensus that the policy should be reviewed by Water Authority legal counsel. Sparacio will obtain that review and report back to the Committee.

7. Project status updates

a. Emergency back-up supply study

Sparacio reported that discussion is ongoing with Green Bay Water on the status of the MOU, and he will provide further details in the future. He then presented the population-based and future land use-based 2045 water consumption projections. These projections have been developed for each of the Members based on the available data. These projections consider the trends in water use per customer account or water use per acre, as applicable, which results in lower future totals of water consumption for the membership as a whole. Not all the Members have provided future land use data at this point, so Sparacio will continue to seek that information. Rosenbeck suggested that Sparacio meet with each of the Members to review the projections, and there was agreement that this would be beneficial.

b. MPU locating and first responder agreements

Sparacio introduced this item explaining that these agreements have to do with emergency response to any incident on the Water Authority's transmission main. Such response is MPU's responsibility under contract, but the local utilities are typically able to provide the first response based on proximity as compared to the distance away for MPU. He continued, noting that the locating services have been removed from the

former agreements, and they are now solely related to first response. Excel Underground does all locating for the transmission main on MPU's behalf. Michaelson added that the main purpose of the agreement is to establish that the local utilities can be reimbursed by MPU for their involvement in any incident response. Thoresen stated that the removal of locating services from the agreement is helpful for De Pere. Upon discussion, Michaelson stated that he will provide a draft for each of the Members for their review. Thoresen asked whether the Water Authority attorney has reviewed the model agreement. Sparacio responded, no, as the Water Authority is not party to these agreements. The Member's attorneys should review these agreements.

c. Meter accuracy and process for calibration

Michaelson reported that MPU met onsite with Midwest Meter to review calibration details at each of the meter locations. The goal was to find better pipe locations within the facilities to encourage accurate and consistent results from the testing process. He anticipates that the actual meter testing for this year will be performed in late summer or early fall.

d. Manitowoc pump station optimization

Michaelson reported that the door modifications have been completed and the VFD has been moved into the building. He expects that Sargent Electric will complete the installation by the middle of next week. The commissioning and PLC programming will then take the project into the end of June or early July before the new VFD will be operational. Rosenbeck asked if the existing wiring has been sufficient so far. Michaelson responded, yes, the existing wiring appears to be long enough for the new installation.

e. Door replacements

Sparacio asked the Members how the door installations are going. The Committee discussed that the installations are generally going well, and the new doors work better than the originals. There were a couple locations where the doors delivered were incorrect, so there will be some locations that experience a delay while the materials are corrected.

f. SPLASH Study implementation

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

g. Asset management planning

Sparacio reported that he should have an opportunity to start drafting the request for asset management planning proposals, and he hopes to bring a draft to the July meeting.

h. Village of Denmark water supply connection

Sparacio stated that this item will stay on the agenda as a placeholder while the Denmark connection progresses through design and construction. There are no related topics to discuss today.

8. Report on change order for FWPS VFD installation (door modifications)

Sparacio reported that he followed the procedure for a small change order under \$10,000 for this request. He obtained the recommendation of McMahon, then requested approval from Geoff Farr as Vice President of the Board. He then gave MPU the approval to go ahead with the recommended option (Option 1) of removing the doorframe and replacing it with a removable transom for \$4,290. Gehin asked whether this was a shared expense between MPU and the Water Authority. Sparacio responded that the Water Authority is paying for these costs in full as we have requested this “replacement” or “additional” equipment under the Water Purchase Contract. Additionally, this finished water pump station serves Central Brown County exclusively.

9. Water sales report through May 31, 2022

Sparacio reported that water consumption was strong in May, and total water use is now 3.65% higher than the same period last year. He noted that water use came back up to typical levels in Bellevue after an unusual decline in April.

Old Business:

10. None

Next Meeting:

Agenda Items for the Tuesday, July 12, 2022 Meeting

Potential items for the July meeting include:

- Proposal from NIS for test station repairs
- Items related to 2023 budget process (e.g., CIP, annual flow projections, etc.)
- Report on WI-AWWA Annual Regulatory Affairs Seminar

Adjourn:

Motion made by De Pere, seconded by Ledgeview to adjourn at 2:20 p.m.

MOTION UNANIMOUSLY APPROVED

Respectfully submitted,
Nicolas Sparacio