

**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 8, 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, Committee members were able to attend in person or via telephone/video conference. 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.

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

**Also Present:** Rob Michaelson – Manitowoc Public Utilities (video)  
Gary Rosenbeck – McMahan, Inc.  
Nic Sparacio, CBCWA General Manager

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The June 8, 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. (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. May 11, 2021

There were no revisions to the draft minutes.

**Motion made by Lawrence, seconded by Allouez to approve the May 11, 2021 minutes as presented.**

**MOTION APPROVED UNANIMOUSLY**

**Appearances:**

3. None

**Communications:**

4. None

**Agenda Items:**

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

The Committee discussed the status and operation of the new chlorine analyzers. Most of the new analyzers appear to be meeting expected operational characteristics at this point, and those with the new post-chlorination analyzers have made good progress on coordinating their operation with the chlorine boosting equipment. Geoff Farr joined the meeting at this time.

The Committee discussed alternatives for leak detection. Shawn Geiger asked whether any of the Members are continuing with satellite-based services. No Members are continuing, as this did not produce good results. All continue to utilize traditional methods for leak detection. Discussion continued on desired improvements with water loss.

The Committee discussed alternatives for emergency chlorination. Geoff Farr asked whether anyone has been able to find a pump that can be used for adding chlorine to water towers. No one was aware of a suitable pump for that purpose; all utilities are prepared to add emergency chlorine manually.

Nic Sparacio provided an update on Lead and Copper Rule Revision inventory requirements. He has talked with key DNR staff on this topic to confirm that municipal and utility records can be used to narrow down the visual/physical property inspections necessary to complete the inventory of service materials. It is not necessarily required for every property to be inspected if records (such as building or plumbing permits) or dates of construction can be used to show that the service materials installed are specifically known, or that it can be reasonably expected that construction took place at least four years after lead plumbing materials became prohibited.

The Members further discussed combining identification of interior plumbing materials with cross-connection inspections and discussed the database modifications needed to track the information. Andy Tenor stated that Ledgerview is using Assessor records to determine the dates of building construction. Eric Zygarlicke added that lead solder was banned in 1983-1984. [The DNR training materials (*Conducting a Drinking Water System Materials Inventory*) state that, if no date can be determined for a local ban on lead plumbing materials, use 1989 as being at least 4 years after the statewide ban.]

Sparacio also reported on the status of the MPU water treatment plant tour scheduled for June 22<sup>nd</sup> and 29<sup>th</sup>. He would like to add a tour of the transmission main on those dates and asked the Members to help determine whether attendees are also interested in this.

6. **Emergency Response Plan updates**

Sparacio explained that he will create a new section of the Emergency Response Plan (ERP) to add discussion on threat detection, cybersecurity, and natural hazards resilience. He also

added some comments on improving overall resilience that came out of the Risk and Resilience planning process. These additions specifically address some of the topics discussed in the recent update of the Water Authority's Strategic Plan, so he is also seeking feedback and action from the Technical Committee on the update document.

Scott Thoresen asked whether McMahon has reviewed these updates to the ERP. Sparacio responded that the draft document was provided to McMahon and to MPU. McMahon had no revisions to the draft but primarily wanted to ensure that MPU is comfortable with the content of the additions. Sparacio has worked with Rob Michaelson to that end, and reported he understands MPU to be comfortable with these additions.

Potts asked whether the Water Authority is planning to join WI-WARN or the Brown County intermunicipal agreement. He noted that there are very few Green Bay area communities in the WARN network. The Brown County intermunicipal agreement has broad participation within our region, so he would rather see the Water Authority go that direction. Sparacio responded that he has listed both as possible ways of improving overall resilience. He will continue to investigate which one makes the most sense to connect with given the Water Authority's lack of operations personnel and equipment.

**Motion made by Ledgeview, seconded by Howard to recommend to the Board approval of the resiliency and cybersecurity additions to Emergency Response Plan as presented.**

**MOTION UNANIMOUSLY APPROVED**

#### **7. Updated water service proposals**

Sparacio presented the updated Village of Suamico water service proposal. Since the Village of Suamico is recommending that a new well should be constructed, this final proposal is simply intended as a courtesy and to let them know the 9<sup>th</sup> Amendment is now effective. This proposal would represent the current terms that could be extended under 2021 Water Authority budget and rates.

Sparacio then presented the updated Village of Denmark water service proposal. The Village of Denmark has indicated that they have forwarded the Water Authority proposal to their accounting support for a rate analysis. No terms have changed in this proposal since it already uses the 2021 Water Authority budget and rates. However, it can now also be marked "final" since the 9<sup>th</sup> Amendment is now effective.

The Committee discussed the challenges involved with approving and drilling new wells, comparative rates for water service, and the water quality advantages that they have experienced as Water Authority Members.

**Motion made by Lawrence, seconded by Howard to recommend to the Board approval of the updated water service proposals to Suamico and Denmark as presented.**

**MOTION UNANIMOUSLY APPROVED**

#### **8. Project status updates**

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

Rosenbeck reviewed the memo summarizing the results of the June 2<sup>nd</sup> project meetings. He continues to review various system failure scenarios and potential emergency back-up supply alternatives. Water system modeling may be needed to verify the feasibility of some alternatives. The Committee discussed pressure zones, direction of flow, firefighting demand, and the potential impacts on back-up supply.

**b. Chlorine analyzers and solenoids**

This was discussed under the operations open discussion item. There was no further discussion. Rob Michaelson joined the meeting at this time.

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

Sparacio reviewed the proposal from Hawkins and asked for the best way to gain access to the chlorine rooms. There was a consensus that Hawkins should set the dates of service and then contact each utility to gain access throughout the day. The utilities can respond quickly and send available staff to provide access.

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

Michaelson reported that Midwest Meter will be performing a round of meter tests between July 13<sup>th</sup> and 15<sup>th</sup>. He will keep the Members informed, and they can be present when the tests are performed.

**e. Manitowoc pump station optimization**

Sparacio reported on the VFD procurement bid received by MPU from Werner Electric. It has been reviewed by MPU and Jacobs (on behalf of MPU) and by McMahan on behalf of the Water Authority. The parties have confirmed that the bid submittal meets the project specifications, and there are no outstanding issues from the engineering perspective.

Sparacio further explained that there is an outstanding question relative to the payment responsibility for the purchase of critical spare parts. This is a bid alternate item that MPU would like to include in the procurement. Normally, the Water Authority does not pay direct charges for replacement parts on contributed capital. Rather, we expect to pay for all maintenance and repairs through the purchase water rate. This is currently disputed, however, but we are actively working on a solution. He has requested discussion on this with Troy Adams of MPU. Sparacio is recommending acceptance of the VFD procurement bid presented by MPU contingent upon further discussion on the bid alternate item for the addition of critical spare parts.

Farr asked for clarification on the materials included in the meeting packet and the differences in pricing. Michaelson responded that the request for bids included pricing for two different models of the VFD. The summary email shows only the pricing for the preferred model and the related start-up costs.

**Motion made by Howard, seconded by Ledgeview to recommend to the Board acceptance of the VFD procurement bid presented by MPU contingent upon satisfactory discussion on the bid alternate item for the addition of critical spare parts.**  
**MOTION UNANIMOUSLY APPROVED**

f. **SPLASH Study implementation**

Sparacio stated that there is no update on SPLASH Study implementation for this month. Gary Rosenbeck left the meeting at this time.

**9. 2021 and 2022 capital improvements and operational projects**

Sparacio reviewed the status of the 2020 and 2021 ongoing capital projects. He then presented the draft capital and large operational projects for 2022. He explained that these represent initial ideas for consideration. The estimated costs require further refinement. He is requesting from the Technical Committee any feedback or other potential project needs. There were no questions or feedback on the draft capital projects for 2022, and the budget process will begin next month.

**10. Water sales report through May 31, 2021**

Sparacio reported on water consumption for the previous month. May water use was about 1 percent better than May of last year, and total consumption is nearly caught up to where we were at this time in 2020. There were no questions or comments on the water sales report.

**Old Business:**

**11. None**

**Next Meeting:**

**Agenda Items for the Tuesday, July 13, 2021 Meeting**

Potential agenda items for the next meeting include:

- Review of Water Authority Sharepoint sites (SPLASH Clearinghouse, Board Manual, etc.) and GIS mapping resources

Note also that the July meeting will be held at the Ledgeview Community Center (3700 Dickenson Rd) in order to better accommodate in-person attendance.

**Adjourn:**

**Motion made by De Pere, seconded by Ledgeview to adjourn at 3:30 p.m.**

**MOTION UNANIMOUSLY APPROVED**

Respectfully submitted,  
Nicolas Sparacio