

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, July 11, 2023 at the City of De Pere Municipal Services Center, 925 S. Sixth Street, De Pere WI, and via video conference.

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

Also Present: Gary Rosenbeck, McMahan Assoc.
Tony Kappell, McMahan Assoc. (video)
Rob Michaelson, Manitowoc Public Utilities
Zach Pethan, Manitowoc Public Utilities (video)
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 Scott Thoresen of De Pere.

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 Allouez to approve the agenda.
MOTION UNANIMOUSLY APPROVED

Approval of Minutes:

2. June 6, 2023
There were no revisions to the draft minutes.
Motion made by Allouez, seconded by Lawrence to approve the June 6, 2023 minutes as presented.
MOTION APPROVED UNANIMOUSLY

Appearances or Communications:

3. Wisconsin Emergency Management training opportunities
Nic Sparacio reviewed the communication from Green Bay Water regarding training opportunities on emergency management topics. He encouraged the Members to consider

attending and noted that more registrations are needed before the classes can be held. There is no cost to attend. The Committee discussed the class dates and prerequisites. The three-day commitment will be a barrier for some, especially the smaller utilities.

Agenda Items:

4. Project status updates

a. Ductile iron pipe survey and protection request for proposals

Gary Rosenbeck presented the draft request for proposals (RFP) on ductile iron pipeline protection system survey and design. Due to the variety of feedback received to date, the RFP affords some flexibility in how firms respond. Thoresen asked whether a project cost can be obtained in time for the annual budget process. Rosenbeck responded that he expects to see some widely varying approaches and costs in the proposals, and the biggest variable is the potential need to install additional test stations. Thoresen asked for further clarification on the timeline. Discussion continued on the timeline for finalizing the RFP and releasing it for responses. The Committee would like to see the RFP released in time to include a 2024 budgetary estimate.

Sparacio asked whether the “design/bid” option shown in the draft RFP (item 7) should be included. Upon discussion, it was clarified that the intent is not to disqualify the firm that does the survey and design from also bidding on the construction. But a design/bid approach is not generally encouraged. Item 7 will be revised accordingly. Thoresen then asked whether there is a comfort level with making a recommendation. There was a consensus that no work would be awarded without the required approvals, but it makes sense to release the RFP as soon as possible.

Motion made by Lawrence, seconded by De Pere to direct the General Manager and Engineer to finalize and release the ductile iron pipe survey and protection RFP and to keep the Committee and Board informed on progress.

MOTION UNANIMOUSLY APPROVED

b. Emergency back-up supply study

Rosenbeck presented the draft Evaluation of Emergency Water Supply Options report. The document summarizes the status of existing wells, system interconnections, and emergency power supply. It then identifies options for emergency water supply for each Member community under various scenarios. The report needs further review and input from the Members to strengthen its recommendations.

The Committee discussed the draft report and requested that the following topics are also addressed:

- The goals and reasons behind the study including references to the related Strategic Plan recommendations
- The obligations of the Water Authority and the Members in emergencies where supply is interrupted

- Recommendations on how the well supply should be approached for future operation, maintenance, and emergency use, whether locally driven or regionally driven

Thoresen stated that the study needs to address whether the Water Authority should take over the wells. Rosenbeck added that there may be alternatives where it makes sense to an individual Member to abandon an underutilized well, but it may make sense on a regional scale to maintain that well for the benefit of others. The Committee discussed the level of service expectations in emergency scenarios. Geoff Farr stated that he is looking at adding onsite backup power to the well locations in Howard. Discussion continued on options for providing backup power to run well pumps.

Sparacio stated that the study has not yet found that there are actions to be implemented toward regional management of the wells that make sense and are worth the cost. We are still looking for any such actions or recommendations. Thoresen stated again that the study needs to address the Water Authority taking over all the wells and managing them on a regional basis. Farr responded that he would expect complications to such an approach including contract amendments, a shift in the obligation to serve and related guaranties, and recognition of existing local facilities that contribute toward the back-up supply. Sean Gehin added that he would not expect a Member community to give up a well, but rather to find ways to benefit the larger group with excess capacity and to get compensated for that.

Greg Potts asked whether the effects of blending multiple well water sources have been considered. Rosenbeck responded that the question has been raised, and a Department of Natural Resources response on this is included in the report appendices. Farr suggested that vulnerability to malevolent acts also be addressed in the study.

There was a consensus that the Committee will continue to review the draft report in detail. Thoresen asked that all Members be ready to discuss this further for the September meeting.

c. MPU revenue meter

Sparacio reported that the discussion on transitioning back to the Finished Water Pump Station meter at MPU continues. The memorandum of understanding with MPU is nearing completion and will be presented for review next month.

d. FWPS reservoir roof repairs

Michaelson reported that there is no update on this item. He anticipates that further discussion will take place on this in late summer or early fall. While the roof condition is no longer a compliance issue, the desire is to additionally install a membrane to bring it up to current code and extend the life of the reservoir roof structure. Michaelson further explained that completion of the ongoing water rate case will help clarify how to handle this and other major repairs. The Committee requested an update on the MPU rate case at a future meeting.

e. **Village of Denmark water supply connection and project change orders**

Sparacio reviewed the change order for the 12-inch gate valve and the construction bulletin for the Water Authority's requested hydrant. He explained the accelerated timing for seeking approval of the change orders due to the requirements of Denmark's Safe Drinking Water Loan.

Motion made by Lawrence, seconded by Allouez to recommend to the Board approval of the change order of \$5,507.26 for the additional 12-inch valve and to approve the construction bulletin of \$8,350.00 for the additional hydrant.

MOTION UNANIMOUSLY APPROVED

Erika Thronson reported that construction continues to go well with building finishes nearing completion. Equipment installation is generally expected to be complete by the end of September with generator delivery as the last item near the end of the year.

f. **Communication planning**

Sparacio reported that a number of items are still in the works. He will have more of an update next month.

g. **County Highway R culvert lining**

Sparacio reported that Manitowoc County forwarded the Water Authority's share of the charges from the contractor. The charges were within budget, and the Board authorized payment at its last meeting. Thoresen asked that the charges also be provided for the Technical Committee for its awareness.

5. **Water sales report through June 30, 2023**

Sparacio reported that water consumption continued to be above average for the month of June. It was the highest volume for the month of June since 2012. Water use overall is now 5.75% above this same time last year with the year-end projection over 2.6 billion gallons. The Committee discussed new development taking place in the Member communities.

6. **Preliminary flow projections and draft Capital Improvement Program for 2024 budget**

Sparacio explained how the annual water consumption projections serve as the foundation for the budget and rate setting process. He reviewed a five-year history of budgeted flow projections versus actual water consumption, two alternative 10-year projections for future water consumption, and the status of budgeted flows relative to contract minimums for each community.

He then reviewed the preliminary 2024 budgeted volumes for each Member community. These are to serve as preliminary volumes, so they can be changed later in the budget process as needed. The trends now reflect that we are on track to have our third year in a row of increasing water consumption. A key question is whether 2023 reflects a temporary spike due to the dry spring or a sustained increase in consumption. The Committee discussed water consumption and community growth trends.

De Pere and Allouez confirmed their preliminary 2024 budgeted volumes. Sparacio requested all the Members' preliminary numbers by the end of the month. He reviewed projected 2024 water consumption for the Village of Denmark. Denmark will not be part of the true-up process but is included in the budget process.

Sparacio then presented the preliminary draft Capital Improvement Program for the 2024 budget. He asked for the thoughts of the Members and noted that he is still working with MPU and McMahon on the details. There may be changes to the draft CIP when the preliminary budget is shared in August. Discussion continued on the annual budget and ratemaking process.

Old Business:

7. None

Next Meeting:

Agenda Items for the Tuesday, August 8, 2023 Meeting

Potential items for the July meeting include:

- Operations open discussion
- 2024 proposed budget highlights
- MPU water rate case updates

Adjourn:

Motion made by Allouez, seconded by Lawrence to adjourn at 3:25 p.m.

MOTION UNANIMOUSLY APPROVED

Respectfully submitted,
Nicolas Sparacio