

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, August 9, 2022 at the Village of Allouez Village Hall, 1900 Libal Street, Allouez WI, and via video conference.

Members Present: Allouez – Mike Mahloch
Bellevue – Cole Erickson
Denmark – Erika Thronson (video)
De Pere – Scott Thoresen, Eric Zygarlicke
Howard – Geoff Farr (video)
Ledgeview – Greg Potts, Andy Tenor

Excused: Lawrence

Also Present: Rob Michaelson, Manitowoc Public Utilities
Gary Rosenbeck, McMahon Assoc. (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 Vice 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 Ledgeview, seconded by De Pere to approve the agenda.
MOTION UNANIMOUSLY APPROVED

Approval of Minutes:

2. July 12, 2022
There were no revisions to the draft minutes.
Motion made by Ledgeview, seconded by De Pere to approve the July 12, 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 he is still working with NIS on some questions on this proposal. He expects that the proposal will be ready for the Technical Committee at the August meeting.

5. Potential repairs to AMI base station

Sparacio explained the reason for this agenda item is to offer a piece of emergency back-up equipment for those involved in the Sensus meter contract. The base station unit that failed in De Pere can be repaired, and Core & Main has provided a quote for the repairs. The repaired unit could serve as a temporary base station for any others that have to order a new one and will help minimize downtime. Eric Zygarlicke shared the cost of a new base station and noted that it took about six months to get the new unit after it was ordered. The base station was nine years old when it failed.

Sparacio stated that this equipment would not benefit all Members, but only those involved in the Sensus meter contract. He then proposed that the Water Authority pay for the repair and then bill the associated Members for the cost of the repair. Discussion continued on different options for recovering the repair cost without it burdening those not involved in the Sensus contract.

Motion made by Allouez, seconded by Ledgerview to recommend that the Water Authority cover the cost of the repair and then bill Allouez, Bellevue, De Pere, and Howard for the cost on the basis of the annual licensing fees.

MOTION APPROVED UNANIMOUSLY

6. Water service near Member municipal boundaries

Sparacio reported that the City of De Pere is working with the Town of Lawrence and the Wisconsin Public Service Commission (PSC) on a proposal to provide a residential development with water service via the Town's water mains. A similar arrangement between the Town of Lawrence and the Village of Hobart was approved by the PSC in 2021. The Committee discussed the various existing intergovernmental arrangements between Members to provide water service across municipal boundaries. Sparacio then clarified that the Water Authority does not need to approve the provision of water service between Members as is proposed with this development in De Pere. The Member Water Purchase and Sale Agreement allows for these various existing arrangements between Members.

7. Project status updates

a. Cell-to-cell pipe survey

Sparacio stated that the survey of the ductile iron pipe was completed and we continue to await the report of the results from NIS.

b. Emergency back-up supply study

Sparacio reported that there is no update at this time. He and Gary Rosenbeck will meet soon to determine how best to wrap up the related Task Order. They will then provide a recommendation to the Committee.

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

Michaelson reported that MPU is now looking to get on the schedule for Midwest Meter. There should be no disruption to service for this testing method. He will let each Member know when their stations are being tested so that they can be present if they would like to witness the process.

d. **Manitowoc pump station optimization**

Michaelson reported that the VFD commissioning is currently underway and it should be running by the end of the week.

e. **Door replacements**

Sparacio reported on the status of the project. All doors are now installed, but staff in De Pere recently discovered some issues with the replacement doors on the prefabricated buildings. Eric Zygarlicke stated that there are some significant gaps around many of the doors, and they will not be weathertight. Sparacio is following up with LaForce to get this corrected.

f. **SPLASH Study implementation**

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

g. **Asset management planning**

Sparacio stated that the draft Request for Qualifications is ready for Technical Committee review and recommendation. He gave an overview of the project goals, scope of work, and intended stakeholder involvement. He then asked for feedback.

Thoresen stated that it was unique to show the anticipated project cost in the RFQ. Sparacio responded that in conversations with a few potential firms to provide these services, the suggested figures were reasonable, so they were included in the RFQ. A potential cost of \$25,000 to 30,000 could be off base, but we can talk about that during the selection process. The only cost included as a selection criteria at this point is the software fee(s). Thoresen then asked what the intended schedule is for proceeding with the RFQ. Sparacio responded that he put an optimistic schedule in the draft, but it is flexible. If the Committee is happy with what it sees today, the draft would go to the Board later this month. If the Board approves, it could then be released for responses due in September or October.

Greg Potts stated that he recommends the asset management project consider the ability of different departments or even contractors to be able to enter data when needed. If the vendor has it overly limited to view-only privileges, this makes it difficult to implement the asset management plan. MPU, CBCWA, and the Member municipalities need to be able to share the data. Michaelson added that a cloud-based system would be the most flexible for MPU to be able enter data at the plant and in the field.

Motion made by Ledgeview, seconded by De Pere to recommend to the Board finalization and release of the Request for Qualifications for Asset Management Program Development services.

MOTION APPROVED UNANIMOUSLY

h. Village of Denmark water supply connection

Sparacio reported that Denmark received PSC approval for its connection station project. Water Authority review of the connection station plans is also underway. One item to be determined is the best placement of the Authority's meter relative to the change in ownership of equipment between Denmark and the Authority. A change to the Denmark contract may be needed due to the unique design of the station which differs significantly from many of the other connection stations.

8. Water sales report through July 31, 2022

Sparacio reported that July water consumption was typical for the time of year, but June of 2021 was a higher-than-normal month. As a result, the total water use for the year is now about 1% lower than the total for this same time last year.

9. Highlights of preliminary 2023 budget

Sparacio provided an update on the estimated Member water consumption figures. All Members have now provided their preliminary estimates. The total budgetary estimate of 2,585,000,000 gallons is well above the MPU take-or-pay threshold. There have been no changes to the Capital Improvement Program as presented at the last meeting. Sparacio then presented the preliminary rates. He explained the plans to smooth the rate impact for 2023 by using reserves set aside this year to help fund the Capital Program for next year. This has an impact of \$0.04 per 1,000 gallons, so the rate would be four cents higher if it is decided not to use those reserves.

Thoresen asked how the MPU rate case has impacted the budget proposal. Sparacio explained that by being involved in the rate case preparations with MPU, the Authority has greater certainty on where the wholesale water purchase rate is likely to land. Discussion continued on the timing of potential future MPU rate cases.

Old Business:

10. None

Next Meeting:

Agenda Items for the Tuesday, September 6, 2022 Meeting

Potential items for the August meeting include:

- Report on DIP cell-to-cell survey results
- Proposal from NIS for test station repairs
- Proposal from Hawkins for Cl2 system automatic shut-offs

Adjourn:

Motion made by Ledgeview, seconded by Allouez to adjourn at 2:45 p.m.

Central Brown County Water Authority
Technical Committee
August 9, 2022

5

MOTION UNANIMOUSLY APPROVED

Respectfully submitted,
Nicolas Sparacio