

**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, September 12, 2023 at the City of De Pere Municipal Services Center, 925 S. Sixth Street, De Pere WI, and via video conference.

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**Members Present:** Allouez – Sean Gehin  
Bellevue – Teal Spellman  
De Pere – Scott Thoresen  
Denmark – Erika Thronson (video)  
Howard – Geoff Farr  
Lawrence – Kurt Minten  
Ledgeview – Greg Potts

**Also Present:** Gary Rosenbeck, McMahan Assoc.  
Tony Kappell, McMahan Assoc. (video)  
Zach Pethan, Manitowoc Public Utilities  
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 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 Bellevue to approve the agenda.**  
**MOTION UNANIMOUSLY APPROVED**

**Approval of Minutes:**

2. August 8, 2023  
There were no revisions to the draft minutes.  
**Motion made by Ledgeview, seconded by De Pere to approve the August 8, 2023 minutes as presented.**  
**MOTION APPROVED UNANIMOUSLY**

**Appearances or Communications:**

3. None

**Agenda Items:**

**4. Project status updates**

**a. Ductile iron pipe survey and protection – RFP responses**

Nic Sparacio confirmed that the Members received the proposal summary with five responses. Gary Rosenbeck then reported on the RFP responses for ductile iron survey and protection system design. He explained that the requested scope of work includes everything up to design, as the next steps will depend on the survey findings. Although the firms structured their responses differently from each other (e.g., phasing, etc.), all the responses were in line with the project approach that Rosenbeck had communicated to them. He reported that the proposal from Corrosion Integrity performed best in his evaluation, so he is recommending approval of their proposal.

The Committee discussed the RFP responses and pricing. There was a consensus that the proposal from Corrosion Integrity provides the best value for this scope of work.

**Motion made by Howard, seconded by Allouez to recommend to the Board approval of the proposal from Corrosion Integrity, LLC for ductile iron pipe survey and protection in the amount of \$35,602.**

**MOTION UNANIMOUSLY APPROVED**

**b. Emergency back-up supply study – discuss draft report**

Sparacio and Rosenbeck reviewed the updated report. Sparacio stated that the evaluation of emergency back-up supply alternatives has gone as far as it can without Member feedback on the proposed approaches and potential recommendations. That input is needed before the study can be further refined.

Greg Potts asked if there was further information on any impacts of blending well water from various sources. Rosenbeck indicated that the memo from the Wisconsin Department of Natural Resources (WDNR) on this topic is included in the report appendices. The WDNR response is limited based on the situation being emergency conditions.

Thoresen asked for confirmation of the timing expectation for inspection of emergency back-up wells. Rosenbeck confirmed that 15 years is the minimum recommended interval for televising emergency back-up wells in the Wisconsin Administrative Code. Potts reported that Ledgeview was told that a well that can pass a vibration test and pump test would not have to be pulled as part of the 10-year maintenance. Discussion continued on the various approaches to emergency back-up well maintenance based on individual well maintenance agreements with the WDNR.

It was noted that Table 9 does not include the cost of any repairs that may be needed on the wells or any other future costs for replacements or rehabilitation. Additionally, the cost of reservoir and booster pump maintenance may need to be removed from Table 9, as these costs are necessary regardless of the water source.

The Committee discussed the topic of maintaining the wells collectively and potential roles the Water Authority could play. Sparacio noted that a summary of provisions related to the Member Water Purchase and Sale Contract was added to the appendices. The Contract reflects that there may be interruptions to the Authority supply for reasons of emergencies, planned repairs, or necessary curtailment. The thought of the Water Authority taking on different roles relative to maintenance of emergency back-up wells is reflected in the draft report, but many details are yet to be discussed.

For the individual community system recommendations, Rosenbeck will reach out to each Member to schedule a call. Sparacio pointed out some of the potential recommendations for improved interconnections, additional pumping, and the like. These need to be reviewed in particular. There was a consensus that the Committee should continue its discussion at the November meeting after Rosenbeck has talked again with each Member on their individual sections.

**c. MPU revenue meter and draft MOU**

Sparacio reported that the memorandum of understanding for transitioning back to the Finished Water Pump Station meter at Manitowoc Public Utilities (MPU) has been approved and signed by the parties. He also reported that MPU conducted a reservoir drawdown calibration in June, and he now has the report of those results.

**d. FWPS reservoir roof repairs**

There is no update on this item at this time.

**e. Village of Denmark water supply connection**

Erika Thronson reported on construction progress. In addition to the completion delays due to generator delivery, there is now a concern with delivery of the SCADA panels. The project engineer is working on this issue. Sparacio asked whether this should impact the schedule for pressure testing the underground piping. Thronson responded that the pressure testing should proceed as planned. Discussion continued on system start-up processes and questions that might be raised by customers.

**f. Communication planning**

Sparacio reported on progress with the communication planning process. A media column on water quality has been completed and will be published in the near future. Work continues on the local officials' presentation which will be completed soon.

**5. Proposed construction in easement on parcel D-2141, Town of Ledgeview**

Sparacio reported that this item stems from the clearing and burning issue in the Water Authority easement at this location. Sparacio reviewed the plan submitted by the property owner. He is concerned about a driveway being paved over the Water Authority and Town of Ledgeview water mains, the water service lateral crossing the easement, and the close proximity between the house foundation and the pipeline trench. The Water Authority's draft response letter provided for review by the Committee addresses each of these concerns. Sean Gehin stated that he would not have concern with the driveway as long as

the grade is not changing much. Teal Spellman stated that a hold harmless agreement could be recorded to ensure that the Water Authority will not be held responsible for impacts of working on its pipeline.

Zach Pethan stated that any future excavation here would be extensive due to the depth of the pipe. Sparacio reported that the pipeline is offset in the easement and is closer to the proposed house to the east of the easement centerline. There was a consensus that the close proximity of the house foundation to the pipeline trench is the greatest concern. The requested information on foundation plans, foundation construction methods, and the location of the pipeline are all needed to inform the decision.

Discussion continued on the requirements of the recorded easement and the difficulties of this development site. Sparacio reported that the Water Authority attorney has reviewed the draft response letter and supports the response as written. Although the owner did not provide all the needed information, the letter attempts to provide some direction as to how the Water Authority would likely respond. There was a consensus that the letter should be sent to the owner as presented. Sparacio will finalize and send the letter and follow up with the Town of Ledgeview.

**6. Proposed legislation – NR 851 and 854**

Sparacio provided an update on the WDNR rulemaking related to the Great Lakes Compact. NR 851 is related to requests for Great Lakes diversions and increased withdrawals, and NR 854 is related to Water Service Area Plans. Sparacio explained that most of the Members will be required to have a Water Service Area Plan by the end of 2025, and he will continue to monitor progress with the rulemaking process. The public comment period is currently open on both of these bills. Geoff Farr asked for clarification on which utilities this applies to. Sparacio responded that every water utility that serves a population of 10,000 or more will be required to have a water service area plan.

**7. Water sales report through August 31, 2023**

Sparacio reported that water consumption moderated in August but continued to be strong. Water use overall was still more than 5% above this same time last year. The Committee discussed the year-end true-up estimates and ongoing water loss control efforts.

**Old Business:**

**8. Highlights of the preliminary 2024 budget**

Sparacio provided an update on the 2024 budget proposal noting that the details were also provided to all the Members in an email communication. He reported that the budget hearing is set for the next Board meeting, which is September 27. Unknown expense items in the budget process remain, including the results of the MPU rate case, the construction costs for any pipeline protection measures recommended by the related survey, and the consulting costs for asset management planning. These items are covered in the budget based on estimated costs. If any additional Members want Sparacio to present the Water Authority budget, please reach out to him to schedule that.

**Next Meeting:**

**Agenda Items for the Tuesday, October 10, 2023 Meeting**

Potential items for the October meeting include:

- Operations open discussion

**Adjourn:**

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

**MOTION UNANIMOUSLY APPROVED**

Respectfully submitted,

Nicolas Sparacio