

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, November 9, 2021 at the Town of Ledgeview Community Center, 3700 Dickenson Road, De Pere, WI, and via video conference.

Members Present: Allouez – Sean Gehin
De Pere – Scott Thoresen, Eric Zygarlicke
Howard – Geoff Farr
Lawrence – Kurt Minten
Ledgeview – Andy Tenor

Excused: Bellevue

Also Present: Gary Rosenbeck, McMahon (video)
Nic Sparacio, CBCWA General Manager

The Central Brown County Water Authority – Technical Committee Meeting was called to order at 1:35 p.m. by Vice Chair Sean Gehin of Allouez.

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. October 5, 2021
There were no revisions to the draft minutes.
Motion made by Lawrence, seconded by Howard to approve the October 5, 2021 minutes as presented.
MOTION APPROVED UNANIMOUSLY

Appearances or Communications:

3. None

Agenda Items:

4. **Report on Asset Management Planning**
Sparacio reported on progress with the Strategic Plan initiative to create a plan for developing an asset management system in 2022. He reviewed the status of asset

management planning and implementation in each of the Member communities and presented an outline of how the Water Authority would likely proceed with asset management. He is particularly interested in the Technical Committee's assistance with identifying processes, resources, or other benefits of asset management planning that can be leveraged by working together.

The Committee discussed the status of asset management in their respective communities and the variety of implementation tools that are available. The question was raised as to how the life expectancy of various assets is to be determined. Sparacio responded that the initial goal will be to establish a foundation that can be built upon in the future. Initial assumptions about life expectancy will have to be made for the Water Authority's relatively new infrastructure. Since there are essentially no failures to track at this time, life expectancy assumptions can be refined in the future as condition assessment data become available.

The Committee also discussed timing and requirements for a consultant request for proposals (RFP). The RFP will request a software platform that can receive additional condition data as they become available in the future and that has the capability of calculating the business risk for various assets. The RFP will request a consultant that can not only provide the software and set it up, but also guide the Water Authority through key parts of the process. Sparacio then continued with review of the project stakeholders, the planning process, available resources, and resource needs. He is still gathering information and plans to have a draft RFP for review in early 2022.

5. Connection station operation and maintenance responsibilities

Sparacio reviewed the current practices relative to shared responsibilities between the Water Authority and the Members at the connection station facilities. This needs to be reviewed relative to the potential future addition of new members and ensuring consistency in the approach. The Committee discussed in particular the management of utility costs at the connection stations. It was noted that these bills were combined in the past in order to reduce the meter charges at each station. Some alternative solutions were discussed, but no recommendations were made. The Committee requested that Sparacio provide additional utility cost data for further consideration.

6. Project status updates

a. Emergency back-up supply study

Sparacio reported that the next step with Green Bay Water is to jointly develop a memorandum of understanding to help guide the discussions around potential emergency interconnections. Rosenbeck reported that he has preliminary modeling ready for review under three different scenarios: serving Allouez directly from Green Bay, serving De Pere indirectly from Green Bay through Allouez, and making a dedicated connection to the AZ-2 connection station.

b. Chlorine analyzer maintenance

Sparacio confirmed that each Member has staff assigned to attend the analyzer maintenance training in Allouez.

c. Meter accuracy and process for calibration

Sparacio stated there is no update at this time.

d. Manitowoc pump station optimization

Sparacio stated there is no update at this time.

e. Door replacements

Sparacio reported that the budget estimate has been provided by LaForce on the identified door replacements. Eric Zygarlicke asked whether the chlorine room door at DP-3/LE-1 was on the list. Kurt Minten responded that Lawrence can take another look at the condition of that door. Scott Thoresen asked whether the plan is to purchase the doors for this year or next. Sparacio responded that his understanding is that we are seeking budget amounts for purchase in 2022. The lead time to receive the doors will likely take the project into 2022 as well. Sparacio asked that the Members provide any additional feedback to him, and he will work to finalize the quote with LaForce.

f. SPLASH Study implementation

Sparacio explained that the joint RFP for 2022 tank and reservoir inspections is proceeding with Ledgeview and Green Bay participating. It looks like there would be many more participants for 2023 and beyond.

7. Water sales report through October 31, 2021

Sparacio reported that water consumption remained typical in October, and annual water use remains very close to this time last year. The current year-end projection is for a moderate take-or-pay charge. He also noted that the true-up amounts are getting closer to reality as December approaches. However, the Members estimated greater water use this year as compared to last year, so he will also be looking closely at whether the annual true-up includes a rate adjustment based on actual expenses.

Old Business:

8. None

Next Meeting:

Agenda Items for the Thursday, December 2, 2021 Meeting

Potential items for the December meeting include:

- Recommendations for 2022 officers (Chair and Vice Chair)
- 2022 meeting schedule

Adjourn:

Motion made by Lawrence, seconded by Ledgerview to adjourn at 2:50 p.m.

MOTION UNANIMOUSLY APPROVED

Respectfully submitted,
Nicolas Sparacio