

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 Thursday, December 2, 2021 at the Town of Ledgeview Community Center, 3700 Dickenson Road, De Pere, WI, and via video conference.

Members Present: Allouez – Sean Gehin, Mike Mahloch
Bellevue – Eric Woodke
De Pere – Eric Zygarlicke
Howard – Geoff Farr
Lawrence – Kurt Minten
Ledgeview – Greg Potts, Andy Tenor

Also Present: Gary Rosenbeck, McMahon (video)
Rob Michaelson, Manitowoc Public Utilities
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 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 Lawrence, seconded by Allouez to approve the agenda.
MOTION UNANIMOUSLY APPROVED

Approval of Minutes:

2. November 9, 2021
There were no revisions to the draft minutes.
Motion made by De Pere, seconded by Lawrence to approve the November 9, 2021 minutes as presented.
MOTION APPROVED UNANIMOUSLY

Appearances or Communications:

3. The Committee welcomed Eric Woodke, the new Technical Committee member representing the Village of Bellevue.

Agenda Items:

4. Potential Section 14 grant for Lake Michigan shoreline

Sparacio reported on progress with the US Army Corps of Engineers potential grant under the Section 14 emergency flooding program. The Water Authority has been informed that a feasibility study has been awarded to review the conditions on portions of the Lake Michigan shoreline located in close proximity to the water transmission main in Manitowoc. He then reviewed the history of the work done by the Water Authority since spring of 2020 when the erosion issues were first identified.

Sparacio continued to describe the details of the Section 14 grant program. The application was filed jointly with the City of Manitowoc, but only the Water Authority's site has been selected for funding. The feasibility study is funded entirely by the grant, and if a project proceeds to design and construction, it is a 65/35% matching grant between federal and non-federal funds. Since the feasibility stage is 100% grant funded, no commitment from the Water Authority is required at this time. Sparacio explained that he shared with the Army Corps his concerns over excluding the City of Manitowoc as a project partner, the fact that past costs are not eligible to be counted as match, and the limited budget available to provide any future match. The Army Corps understands that these issues must be resolved before any commitments are made. Any potential commitments will come back to the Technical Committee for review if a project proceeds to design and implementation.

Sparacio also reported on a meeting with Army Corps staff on the site that took place on Wednesday. He stated that the initial impression by the Army Corps is that the work already done by the Authority is very substantial and does not need further reinforcement. Based on their investigation of the shoreline that day, they would lean toward expanding the length of shoreline that is protected by a revetment with a cross-section similar to the work already designed and installed by the Water Authority. Their initial interest was to consider stabilizing the length of shoreline (approximately 2,000 feet) in between the two sections already installed by the Water Authority. Sparacio also asked the Army Corps staff to consider the length of shoreline to the north of the 2020 repair – another 300 feet north to the former Johnston Drive right-of-way at the point where the pipeline turns away from the Lake.

Upon discussion, no action was taken at this time since no commitment is required to proceed with the feasibility study.

5. Project status updates

a. Emergency back-up supply study

Rosenbeck reported that he has completed the preliminary modeling for interconnecting Allouez with Green Bay, which can further benefit De Pere as an emergency back-up supply. He is in the process of setting up a meeting with Allouez and De Pere to discuss the results. Sparacio reported on the communications with Green Bay Water on this topic. A memorandum of understanding is being jointly drafted to document the agreed upon approach to this part of the emergency interconnection study.

b. Chlorine analyzer maintenance

Sparacio asked how the Members did installing the maintenance kits on the analyzers. The Members responded that there were no issues to report, and all went well with the installations. Mike Mahloch noted that there were some fluctuations with the readings for a couple days after installation, but then they settled back into normal operation. Andy Tenor added that they let their analyzer sit for 24 hours after installing the maintenance kit, and that seemed to result in a quicker return to normal operation.

c. Meter accuracy and process for calibration

Sparacio stated that this will remain as a placeholder on the agenda until additional meter testing is scheduled next year. Discussion continued on a metering issue that occurred at the LW-1 connection station. Tenor explained that a very high flow reading appeared on MPU SCADA on November 26. Upon investigation, there was no evidence of actual flow at that rate, and it was determined to be a meter error. Rob Michaelson confirmed that this appeared to be a meter error, and the totalizer seemed to reset itself after the high flow readings ended.

Michaelson then explained how the actual flow for that period was estimated for Member water consumption purposes. Additionally, there was an error in the initial estimate that has now been corrected. Sparacio stated that this led to some changes to the monthly water consumption data for the month, so an updated version of the spreadsheet will be sent out after the meeting. Michaelson also explained that the meter head will be tested, and it is likely that the meter head will need to be replaced.

d. Manitowoc pump station optimization

Michaelson reported that work continues on the submittal drawings for the VFD to ensure that all specifications are being met. He anticipates some extension of the manufacturing timeline due to supply chain limitations, and perhaps it will be ready for installation by April at the soonest.

e. Door replacements

Sparacio stated that the quote from LaForce has been finalized and all the information is included in the meeting materials. He is asking the participating members to send him a purchase order agreeing to their individual doors and related costs. Once he has all the local purchase orders, he will send a master purchase order from the Water Authority to LaForce for the entire order. The quote from LaForce is good for 30 days, and prices can fluctuate quickly in the current environment.

f. SPLASH Study implementation

Potts reported that Ledgerview, De Pere, Allouez, and Bellevue are meeting with Fehr Graham to discuss a potential cooperative training package. There are many similarities between each community's safety policies and training needs, so they are meeting to discuss whether portions of it can be standardized and potentially experience a cost savings. Others are welcome to join this meeting. Sparacio added that he plans to listen

in and explore possible involvement by other Water Authority Members and the other SPLASH utilities. Discussion continued on potential topics and approaches for shared training resources.

g. Asset management planning

Sparacio stated there is no report at this time. He will need some additional time to draft the request for proposals.

6. Water sales report through November 30, 2021

Sparacio displayed an updated water consumption report that includes the corrections discussed earlier (regarding the estimated use by Ledgeview when the LW-1 meter failed on November 26). Annual water use remains very close to this time last year, and the year-end projection is for a small to moderate take-or-pay charge. He also noted that the true-up amounts are getting closer to reality as December approaches. He reviewed the amounts for each Member. Sean Gehin reported that a major customer in Allouez has begun to make significant strides in water conservation. This could lead to some reduced water consumption for Allouez.

7. 2022 Technical Committee officers and meeting location

Sparacio provided the history of Technical Committee officers from 2004 to present. Upon discussion, Sean Gehin affirmed his willingness to let his name stand for the recommended appointment as Chair. Following the historic cycle, Scott Thoresen would be up for Vice Chair. Although Thoresen is not present for today's meeting, Sparacio affirmed that Thoresen has stated in the past that he would let his name stand for the 2022 appointment based on the established cycle.

Motion made by Lawrence, seconded by Ledgeview to recommend Sean Gehin (Allouez) for the office of Technical Committee Chair and to recommend Scott Thoresen (De Pere) for the office of Technical Committee Vice Chair.

MOTION UNANIMOUSLY APPROVED

If approved by the Board, the meeting location will move to Allouez. Gehin confirmed that he will make the necessary arrangements.

8. 2022 meeting schedule

Sparacio provided a draft schedule for 2022 Technical Committee and Board meetings. Based on the tentative dates for the WI-AWWA annual conference, it was recommended that the September meeting date be moved up to the 6th. There were no other known conflicts.

Geoff Farr arrived at this time.

Old Business:

9. Connection station operation and maintenance responsibilities

Sparacio reviewed the applicable section of the Member Water Purchase and Sale Agreement. The Member contract specifies that the Water Authority pays the connection station electrical costs of the Charter Members. He noted further that none of these stations require pumping from the transmission main to deliver operable water pressure. Sparacio then presented the electrical costs for the last 12 months at each station. The higher costs at AZ-2 and BE-1 continue to be explored with WPS. The Committee discussed the various electrical rate classes used by WPS. Woodke stated that he will look into the potential cause of the spike in electricity use that happened in the summer of 2020. Gehin stated that he will look into the history of the electrical meters and usage at AZ-2.

Sparacio stated that his goal is to have consistency and fairness in the treatment of all Members, current and future. He is recommending that any future members be reimbursed for up to the average cost of electricity for all the Charter Members. The Committee continued discussion of various alternatives for handling connection station electrical costs. Potts called for a motion recommending action to the Membership Committee.

Motion made by Howard, seconded by Ledgeview to recommend that new member contracts include the Water Authority paying for up to the prior year monthly average electrical cost of the Charter Member connection stations and that a new member is then responsible for any cost above that monthly average and for all other utilities.

MOTION UNANIMOUSLY APPROVED

Next Meeting:

Agenda Items for the Tuesday, January 11, 2022 Meeting

Potential items for the January meeting include:

- Water Authority and Member operations open discussion

Adjourn:

Motion made by Ledgeview, seconded by De Pere to adjourn at 2:55 p.m.

MOTION UNANIMOUSLY APPROVED

Respectfully submitted,
Nicolas Sparacio