

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 3, 2020 at the Town of Ledgeview Public Works Shop, 1915 Scray Hill Road, De Pere, WI, and via video conference. Note that in light of public health concerns regarding COVID-19, this was a telephone/video conference meeting for Committee members. Members of the public were offered the opportunity to either attend the meeting at the location noted above or to contact the Water Authority to obtain telephone or internet access to the meeting.

Members Present: Allouez – Sean Gehin, Mike Mahloch
Bellevue – Shawn Geiger
De Pere – Scott Thoresen, Eric Zygarlicke
Howard – Geoff Farr
Lawrence – Kurt Minten
Ledgeview – Andy Tenor (in person), Greg Potts (in person)

Also Present: Rob Michaelson – Manitowoc Public Utilities
Gary Rosenbeck – McMahan, Inc.
Don Voogt – McMahan, Inc.
Nic Sparacio, CBCWA General Manager

The December 3, 2020 Central Brown County Water Authority – Technical Committee Meeting was called to order at 1:35 p.m. by Chair Kurt Minten of Lawrence.

Roll Call:

Attendance was recorded as shown above. (Note that all attendees listed were present via video conference or teleconference unless otherwise noted as “in person.”)

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. November 10, 2020
There were no revisions to the draft minutes.
Motion made by Howard, seconded by De Pere to approve the November 10, 2020 minutes as presented.
MOTION APPROVED UNANIMOUSLY

Appearances:

3. None

Communications:

4. None

Agenda Items:

5. Shoreline Stabilization Project payment request from Mammoth Construction

Nic Sparacio provided an overview of the two change orders and pay requests from Mammoth Construction which were all included in the meeting materials for review by the Technical Committee. Gary Rosenbeck reviewed the details of the payments and work completed to date. He reported on the details of the two change orders. He is recommending approval of Change Order #1 due to necessary changes in the scope of work. Change Order #2 is a deduct based on the lesser quantity of rock and lesser trail repaving that were actually needed. He is also recommending approval of Payment Requests #2 and #3 which represent completion of the project and the net impact of the two change orders. The project has been completed under budget.

Scott Thoresen asked for clarification on what action is needed and allowed under this agenda item. Sparacio responded that the related documents can all be covered under the published agenda item, and he would recommend that a motion include all four specific items, in the amounts discussed, as the full recommendation to the Board.

Motion made by De Pere, seconded by Allouez to recommend to the Board approval of the following items from Mammoth Construction:

- a. **Change Order #1 in the amount of \$6,465.00**
- b. **Deduct Change Order #2 in the amount of -\$93,956.80**
- c. **Pay Request #2 in the amount of \$90,553.96**
- d. **Pay Request #3 (Final) in the amount of \$17,771.16**

MOTION APPROVED UNANIMOUSLY

6. Project status updates

a. Shoreline erosion in Manitowoc

Sparacio stated that he will continue to monitor the outstanding grant request, and we can further evaluate the opportunity to extend the project further north next year.

b. Chlorine system solenoids and analyzers

Sparacio reported that installation is proceeding on the new Depolox analyzers. He reviewed the expectations for each member to have the interior plumbing taken care of in advance of the work being done by Energenecs. Each station should be ready for Energenecs to come in, place the new analyzer, and start it up. Please review the schematic drawing provided by McMahon for the specific details.

Eric Zygarlicke reported that De Pere's pre-chlorination analyzer installations did not require modifications. The existing pressure reducing valve and electrical connection were usable for the new analyzer. That may not be the case in all the stations, but that was their experience in De Pere. De Pere staff then provided some calibration readings

for the new analyzers. Minten added that he ordered all the parts required for the post-chlorination analyzers and solenoid shut-offs in Allouez, De Pere, and Lawrence.

Andy Tenor asked for the required diameter of the supply line on the new analyzers. Don Voogt responded that this will be a small diameter flexible tubing. It does not need to be upsized. Zygarlicke stated that 3/8-inch tubing was used to supply both the pre-chlorination and post-chlorination analyzers in the new De Pere installations. He also noted that the Energenecs technician was able to connect to the PLC for the replacement (pre-chlorination) analyzers.

Sparacio further explained the expected process as the installations continue. Energenecs will take a day to do some reconnaissance at the remaining stations that they have not already visited. There was a consensus that January 5th would be the best day to coordinate visits with Allouez, Bellevue, and Ledgeview.

Discussion continued relative to management of costs on the project. Sparacio requested that all costs to be reimbursed by the Water Authority are sent to him with invoices and receipts by the end of next week, December 11. He is proposing that each municipality pays for any materials needed, and then the Water Authority will reimburse the municipality with the December 16 check run. On the installation of the sample lines, he is proposing that the Water Authority pay the contractor directly. Upon discussion, there was a consensus that this approach works for everyone. Zygarlicke will provide Sparacio with an invoice for De Pere's material purchase and will request an insurance certificate from Jossart in the name of the Water Authority. Minten has already provided Sparacio with an invoice for the materials purchased by Lawrence.

c. 48-inch repair materials project

Sparacio reported that we continue waiting on some of these materials to be delivered by the contractor, and he is trying to get this 2019 project wrapped up.

d. Manitowoc pump station optimization

Sparacio stated that the engineer from Jacobs reported that the specifications for the VFD procurement are progressing. Michaelson added that Jacobs is also developing the installation specifications, and the Water Authority will have an opportunity to review those documents before they are finalized.

e. SPLASH Study implementation

Sparacio reported that he is working to set up the next meeting of the SPLASH Implementation group for December or January and noted the potential agenda items.

7. Water sales report through November 30, 2020

Sparacio reported on water consumption for the previous month. November water use was better than average for this time of year, and we continue to be about 1% higher than this time last year overall. The year-end take-or-pay estimate decreased on this basis and is now projected to be less than \$10,000. He asked the members to make sure their finance

personnel are aware of the projected year-end rebate and invoice amounts, as applicable. Thoresen stated that some of the decreased consumption in De Pere and increased consumption in Lawrence this past year had to do with the Town directly taking on about 180 residential customers that had previously been served through the City's water system. With this change over completed, the City hopes to see its consumption figures stabilize.

8. 2021 Technical Committee officers and meeting location

Sparacio provided a complete history of Technical Committee officers from 2004 to present. Upon discussion, Greg Potts and Sean Gehin affirmed their willingness to let their names stand for these recommended appointments.

Motion made by De Pere, seconded by Howard to recommend Greg Potts (Ledgview) for the office of Technical Committee Chair and to recommend Sean Gehin (Allouez) for the office of Technical Committee Vice Chair.

MOTION UNANIMOUSLY APPROVED

Meetings will continue in the virtual format for now. Once we are able to meet in person, the location will be Ledgview.

9. 2021 meeting schedule

Sparacio provided a draft schedule for 2021 Technical Committee and Board meetings. There are no known conflicts with the proposed meeting dates.

10. Technical Committee purpose and member/alternate attendance

Sparacio explained that this item was requested to be placed on the agenda last time. He encouraged the members to send their alternates if they are ever unable to attend. Thoresen asked whether the By-Laws require the appointment of alternates to the Technical Committee. Sparacio responded that the By-Laws neither require nor prohibit that, but appointing both primary and alternate Committee members has become the practice for most. Thoresen added that he is the one who requested this discussion, and he also encourages members to have their alternates attend the meetings in order to be prepared to fill in when needed. Then there will not be issues with lack of quorum.

Sparacio also reviewed the purpose of the Technical Committee as stated in the By-Laws. He noted that the By-Laws give a very broad charge to the Committee, and its purpose is defined in two primary ways:

- a. It spends thought and time investigating and reviewing in order to formulate recommendations to the Board.
- b. Its areas of responsibility are the design, construction, operation, and improvement of Water Authority facilities.

He asked the members whether this definition and purpose meet the expectations that they have for the Committee and whether it is working well for them. The members discussed how the Committee's focus has changed over time and expressed support for the guidance received from our engineers with McMahon. Sparacio further explained that he often looks

to the members for their input and review before he can formulate recommendations on technical items. This aligns with its nature as a reviewing and investigative body.

Old Business:

11. McMahon Task Order 5, Evaluation of Emergency Water System Interconnections

Sparacio provided an overview of this past discussion item related to emergency back-up supply options. As an alternative to a large-scale interconnection with Green Bay, this study would explore the possibility of optimizing and/or improving existing member resources with the same goal. This potential study has been a lower priority since initially explored last fall but has been brought back to the forefront as a result of the recent strategic planning efforts. Upon discussion, there was a consensus that the issue should become a priority to move forward.

Geoff Farr and Don Voogt left the meeting at this time. The Committee requested that this item be brought back on the January meeting agenda and that the members be provided the information on the known costs and history of the discussion to date. Sparacio will provide that background information for the next discussion.

Next Meeting:

Agenda Items for the Tuesday, January 12, 2021 Meeting

Potential agenda items for the next meeting include:

- Updated McMahon task order for evaluation of emergency water system interconnections

Adjourn:

Motion made by De Pere, seconded by Ledgeview to adjourn at 3:25 p.m.

MOTION UNANIMOUSLY APPROVED

Respectfully submitted,
Nicolas Sparacio