

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 7, 2023 at the City of De Pere Municipal Services Center, 925 S. Sixth Street, De Pere WI, and via video conference.

Members Present: Bellevue – Teal Spellman (video), Mike Mahloch
De Pere – Scott Thoresen, Eric Zygarlicke
Denmark – Erika Thronson
Howard – Geoff Farr
Lawrence – Kurt Minten

Members Excused: Allouez
Ledgeview

Also Present: Zach Pethan, Manitowoc Public Utilities
Gary Rosenbeck, McMahon Assoc. (video)
Tony Kappell, McMahon Assoc.
Nic Sparacio, CBCWA General Manager
David Dellise, Roffers Trucking and Excavating

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 Denmark to approve the agenda.

MOTION UNANIMOUSLY APPROVED

Approval of Minutes:

2. November 7, 2023

There were no revisions to the draft minutes.

Motion made by Lawrence, seconded by Denmark to approve the November 7, 2023 minutes as presented.

MOTION APPROVED UNANIMOUSLY

Appearances or Communications:

3. Representatives for parcel D-2141, Town of Ledgeview

David Dellise introduced himself as an employee of Roffers Trucking and Excavating and stated that he is present to represent the owner and developer of this parcel. Thoresen then asked Nic Sparacio to present the background for this item, and then the floor will be opened for discussion.

Sparacio presented the site conditions including the locations and requirements of the easements, the utility infrastructure present on the property, and the utility locate markings that have been established on the property. He stated that the closest point between the marked locations of the Water Authority transmission main and the proposed house is 15 feet. The Town's water main is closer to the center of the easement, so it is more than 15 feet from the proposed house. Sparacio gave an overview of the materials submitted by the property owner, including the preliminary site plan and the construction narrative.

He then presented the proposed easement amendment which was drafted by the Water Authority's attorney. The proposed easement amendment:

- Affirms the provisions of the original easement
- Consents to construction of the paved driveway in the permanent easement
- Clarifies that the Authority and Town are not responsible to restore pavement or any other improvements that may be damaged when accessing the pipeline
- Includes the hold harmless provisions for inadvertent damage to the house or owner's other improvements or property
- Releases a portion of the temporary construction easement for the area immediately surrounding the proposed home (the permanent easement is not altered in any way)

Thoresen asked for clarification on the construction narrative which states that foundation excavations would not exceed four feet of depth below grade. Dellise responded that the steep slope allows the house to be built into the side of the hill. The maximum four-foot depth includes the footings and frost wall. Kurt Minten asked how much cover is over the Water Authority main. Sparacio responded that we believe it's buried at 8 to 10 feet below grade.

Discussion continued on how this easement amendment should make it easier for future owners of this lot to be aware that the easement is present on the property, but there could still be conflicts between the utility easement and future residential uses of this property. Sparacio explained that if the driveway paving is removed to excavate the water mains, the Water Authority will not be responsible for repaving it. It will be regraded and returned to a gravel drive, but the homeowner would have to repave it. If any landscaping or improvements are placed within the permanent easement without first obtaining consent, then the Authority and Town have the right to remove them under the original easement. Dellise stated that his company will take responsibility to follow these rules during the construction process, but they cannot guarantee that a future owner will follow them.

Gary Rosenbeck recommended a change to the boundaries for the release of the temporary construction easement. He pointed out that the Authority transmission main is only located

eight feet west of the permanent easement boundary, so it is conceivable that this portion of the temporary construction easement would be needed during excavation. He recommends moving it up to the building line. There was a consensus that this change should be made to the easement amendment exhibit drawing. Dellise asked whether two to three feet of over-excavation on the house foundation would be an issue with that change. Sparacio responded that there is still seven feet between the house and the permanent easement boundary, so two to three feet of over-excavation would not be an issue.

Dellise asked how access for sewer and water laterals would be handled on this site. Sparacio responded that he has not seen plans for any utilities crossing the permanent easement, but that could be covered by this action under an approval contingency. Discussion continued of the depth of the various utilities. Dellise also stated that the desired construction timeline would begin in January, pending all approvals.

**Motion made by Lawrence, seconded by De Pere to move to item 10 on the agenda.
MOTION APPROVED UNANIMOUSLY**

Old Business:

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

Sparacio reviewed the conditions and contingencies for a possible approval of the easement amendment and hold harmless agreement.

Motion made by Lawrence, seconded by De Pere to recommend to the Board approval of the construction of a paved driveway within the permanent easement on parcel D-2141 per the terms of the easement amendment and hold harmless agreement with the following conditions:

- 1. Contingent upon building and zoning approvals by the Town of Ledgeview.**
- 2. Contingent upon Town of Ledgeview and Water Authority approval for any utility service installations within or crossing the permanent easement.**
- 3. Contingent upon finalization of the easement exhibits including reducing the release area for the temporary construction easement to follow the building line.**

MOTION APPROVED UNANIMOUSLY

Thoresen then returned the meeting to the regular order of business.

Agenda Items:

4. Project status updates

a. Ductile iron pipe survey and protection

Sparacio reported that he continues working with Corrosion Integrity to get the contract completed. In terms of schedule, it looks like it will be a project for next spring.

b. Emergency back-up supply study

Rosenbeck reported that he has a final draft nearly complete. This item will be discussed again in more detail at the January meeting.

c. **Leak detection near DP-5/LE-2**

Sparacio reported that the PIPER ball deployment was successful. A leak was identified under the intersection of American Boulevard and Biotech Way near the bend in the pipeline. Zach Pethan reported that Manitowoc Public Utilities plans to use a drill rig and acoustic leak detection equipment to locate the leak more precisely before removing pavement. The contractor should then be available later that same week to excavate and make the repairs. Discussion continued on the possible repair methods and on the use of the PIPER ball technology.

d. **Annual maintenance for chlorine system automatic shut-offs**

Sparacio explained the quote from Hawkins for annual maintenance on the chlorine system automatic shut-offs. Manufacturer recertification is also included in the maintenance for this year, so the shut-off devices will be removed for two to three weeks to allow for that process. Sparacio will help coordinate a date that works for everyone to meet the Hawkins representative.

e. **FWPS reservoir roof repairs**

There was no update on this item.

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

Erika Thronson reported on construction progress. The delayed SCADA panels have been delivered, and the generator is due to be delivered by the end of the month. Water service could be online by the middle of February, however, they are still waiting on WPS to provide power to the site.

Sparacio asked if any of the Members recall how the change in water rate was handled relative to billing cycles when their communities transitioned to the new water source. Thoresen recalled that the Charter Members started paying the new water rate even before the Manitowoc water service started so that the necessary revenue was generated ahead of time. Discussion continued on options for changing the retail rates for customers. A blended rate would typically be used for a period where two different rates apply.

g. **Communication planning**

Sparacio reported on progress with the communication planning process. The latest PFAS sampling results are posted on the website, and an article will be published in the Press Times regarding the 3M and DuPont class action settlements. Sparacio is also working on a video of the PIPER ball deployment.

h. **Water System Excellence Project report card data**

Sparacio reported that his conversation was successful with the University of Wisconsin regarding water quality data. The public report released next year should reflect the water quality data for the Members' primary drinking water supply, not the emergency backup wells. He then presented the financial and infrastructure elements of the

preliminary WSEP report cards, and the Committee discussed the various grading factors and weighting.

i. **Asset management planning proposals**

Sparacio reported that three proposals were received, and the review is still in progress. He will report further after the initial review is completed.

5. Potential maintenance for isolation valves

Sparacio asked whether there would be any interest in a joint purchase of maintenance services for the connection station isolation valves. Minten reported that he is planning to have Dorner take apart one of the manual valves and determine whether it can be serviced. If they are not serviceable, then they may need to be replaced. After that information is obtained, a determination can be made on the potential opportunity to jointly purchase maintenance services. Eric Zygarlicke added, depending on costs, this may be a 2025 budget item, or may be spread over multiple years for those with more than one connection station.

6. Annual review of connection station responsibilities

Sparacio reviewed the current list of connection station responsibilities. The Committee discussed the responsibilities, and everything is working well. There were no issues or changes identified.

7. Water sales report through November 30, 2023

Sparacio reported that water consumption came down a little in November, but overall is still more than 5% above this same time last year. He asked that, as we approach year-end, the Members make sure their finance staff are aware of the expected true-up invoices and rebates.

8. 2024 Technical Committee officers and meeting location

Sparacio provided the history of Technical Committee officers from 2004 to present. He noted that there will also be elections for Board officers, and the Water Authority Bylaws do not allow the Board President and Technical Committee Chair to be the same person. Upon discussion, Kurt Minten affirmed his willingness to let his name stand for the recommended appointment as Chair, and Teal Spellman affirmed her willingness to let her name stand for the recommended appointment as Vice Chair. The Committee also discussed a revised rotation of Chair and Vice Chair responsibilities that adds Denmark in the future.

Motion made by Denmark, seconded by De Pere to recommend Kurt Minten (Lawrence) for the office of Technical Committee Chair and to recommend Teal Spellman (Bellevue) for the office of Technical Committee Vice Chair.

MOTION UNANIMOUSLY APPROVED

9. 2024 meeting schedule

Sparacio provided a draft schedule for 2024 Technical Committee and Board meetings. The Committee reviewed the schedule, and some adjustments were made to avoid conflicts in

September and November. The January Technical Committee meeting is scheduled for the 9th.

Next Meeting:

Agenda Items for the Tuesday, January 9, 2024 Meeting

Potential items for the December meeting include:

- Emergency back-up supply planning
- Further discussion on the WSEP water system report cards

Adjourn:

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

MOTION UNANIMOUSLY APPROVED

Respectfully submitted,
Nicolas Sparacio