

**PROCEEDINGS OF THE CENTRAL BROWN COUNTY WATER AUTHORITY**  
**TECHNICAL COMMITTEE**

Pursuant to Section 19.84 Wis. Stats, a regular meeting of the **Central Brown County Water Authority – Technical Committee** was held on Tuesday, January 10, 2017 at the City of De Pere Department of Public Works Conference Room – 925 Sixth Street, DePere, WI

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Present: Allouez-Berndt, Bellevue-Balke, DePere-Thoresen, Howard-Farr,  
Lawrence-Brunner & Minten, Ledgeview-Pansier  
Also Present: Dave Vaclavik-Manager  
Gary Rosenbeck/Don Voogt – McMahan, Inc.  
Cole Buergi – Leonard & Finco

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The meeting was called to order by Chairman Scott Thoresen at 1:30 p.m. Kevin Brunner was introduced as the acting Administrator for the Town of Lawrence, stating that Bob Bartelt has left his employment with Lawrence. Kurt Minten will be attending Technical Committee meetings for the Town

**Roll Call**

Call the Roll for Attendance. Roll Call taken as recorded above.

**Approval of the Agenda**

**Motion made by Ledgeview, seconded by Allouez to approve the agenda as presented. MOTION UNANIMOUSLY APPROVED**

**Approval of Minutes**

December 9, 2016

The following corrections were made:

- The date of the December 9 meeting was a Friday, and not Tuesday as printed.

**Motion made by Allouez, seconded by Bellevue to approve the minutes as corrected. MOTION UNANIMOUSLY APPROVED**

**Appearances**

1. Cole Buergi – Leonard & Finco  
Presentation of Preliminary Website Design  
Mr. Buergi walked the Committee through the newly designed CBCWA website pointing out the recently developed logo. He highlighted the various information that is available on the website, i.e. formation of the Authority, community member information, main office/member numbers/after office phone numbers, emergency contact information, water rate and budget information, responsibilities of the Technical Committee and Board, along with agendas and minutes of the various meetings. Capital Improvement Projects are also listed, pointing out that most members also include this information on their community websites. Discussion by the Committee resulted in suggested additions to include water quality and standards, a map showing location of member

communities, contact information regarding water bill questions, information on the removal of water softeners and bypass guidelines, water conservation information, lead pipe information, etc. Further review will be done by the Technical Committee to finalize the website. Once the website is finalized, maintenance will be done by Leonard & Finco.

**Communications** – None

**Agenda Items:**

1. **Change Order #1 in the deduct amount of \$6,925, reducing the contract with Mill Coatings on the Facilities Maintenance Project from \$176,730 to \$169,805:**

Mr. Voogt of McMahon explained this Change Order which involves a reduction in the contract with Mill Coatings on the Facilities Maintenance Project.

**Motion made by Ledgeview, seconded by Allouez to approve Change Order #1 in the deduct amount of \$6,925, reducing the contract with Mill Coatings on the facilities maintenance Project from \$176,730 to \$169,805.**  
**MOTION UNANIMOUSLY APPROVED**

2. **Water Consumption and Preliminary True-Up Calculation for Calendar Year 2016:**

Manager Vaclavik stated that true up calculations are not quite complete. He addressed questions related to rebates which were given last January 2016. Whether these numbers are to be factored into true-up calculations and flow information as they pertain to bond coverage requirements for 2017 was discussed. The Manager indicated that his final report will follow.

3. **Sanitary Survey Report:**

The 2016 Sanitary Survey Report and Notice of Noncompliance for the CBCWA dated 12/29/2016 received from Wendy Anderson of the DNR was addressed. The purpose of the survey is to evaluate the CBCWA's source, facilities, equipment, operation, maintenance, and management as they relate to providing safe drinking water.

Ms. Anderson stated in her report that the actual survey was conducted on December 13 and 14 and consisted of site visits to the Master Meter Station, Central Storage, PRV, Howard Booster, and the Authority's side of the connection points at BE-1, LE-2, and LE-2 (site inspection of Allouez AZ-2 was performed earlier on 11/14/16). Remaining stations will be inspected in the spring of 2017. At the completion of the survey, Rob Michaelson of MPU was briefed on the preliminary findings. A response to Ms. Anderson's report is due by February 12, 2017.

Ms. Anderson reported that two deficiencies were identified during the course of the survey, one to include: 1) Discharge lines from all air-vacuum relief valves shall face downward and terminate with a 24-mesh corrosion resistant screen, at least 24-inches above the floor. It was noted that a few years ago a

screened air break was installed on each of these because the discharge lines extended to the floor drains without the required 24" air gap. This was deemed acceptable, however, the screened, air break must be downward facing. A request was made to correct these at all locations with the CBCWA system no later than 2-12-2017; and 2) The CBCWA emergency operations plan must be updated to include the newly operational Central Storage. This shall be completed no later than June 1, 2017. The plan shall also include the contact information for the SCADA integrator and the Department recommends incorporation processes to protect against and respond to cyber hacking.

**Recommendations:**

The Department recommends routine maintenance of all chemical injectors.

**Non-Conforming Features:**

During the course of the survey, one feature that met code requirements at the time of construction, would not be allowed in the current code. This is referred to as a non-conforming feature. Correction is not required until a health risk is identified, problems with the operation of the water system occur, or this feature is located within a reviewable project.

When pressurized chlorine gas is present, the leak detection equipment shall be equipped with an automatic chlorine cylinder shutdown valve as a safety feature when one or more tanks are leaking. Whenever modifications are made to the chlorination system at the master meter station, this must be upgraded to meet requirements.

**Reminders and Other Follow-Up**

Following all water storage facility inspections, the Authority shall submit a completed Department Inspection Report to the DNR.

On an annual basis, the Authority must conduct and document inspections of the screening on the vents, overflows, watertight seals on the inspection hatches on the standpipe and ground storage reservoirs in accordance with Wis. Adm. Code and make repairs as necessary.

(See DNR report provided for a summary of the overall system which began operation in the fall of 2007.)

A reminder to respond to recommendations made by the DNR by 2-12-2017. The next sanitary survey will be conducted in 2019.

**4. Project Status Updates:**

a. Optimization Study

Mr. Rosenbeck, McMahon, Inc., presented a draft report on the "Development of a Water System Integrated Operational Strategy to Reduce Energy Costs" for each Water Authority member.

Specifics of the report were highlighted by Mr. Rosenbeck. The Manager stated he would like resolution of the study before the next rate case is scheduled, speculating there may be duplications of the system with MPU.

The Manager indicated he has discussed this issue with Vicki Hellenbrand and has met with MPU to discuss these issues.

The McMahon report also covers the following:

- Reduction of Discharge Pressure at the Manitowoc Public Utilities (MPU) Finished Water Pump Station (FWPS)
- Operational Optimization of the Manitowoc Public Utilities (MPU) Finished Water Pump Station (FWPS)
- Reduction of Non-Pumping Energy Loads at the Manitowoc Public Utilities (MPU) Finished Water Pump Station (FWPS)
- Bypass of the Howard Booster Pump Station (HBPS)
- Conclusions and Recommendations

b. NIS Corrosion Protection

Mr. Rosenbeck reported that although some work has been done on corrosion protection, the program has shut down until spring 2017 due to cold weather.

c. Facilities Maintenance Project

Mr. Voogt reported that a formal meeting was held on January 3<sup>rd</sup> at which time procedures were discussed. Voogt asked if the Committee is interested in a formal pre-construction meeting with all members, and if not, they will be called one at a time. Polling of the Committee resulted in the consensus to hold individual meetings one at a time.

5. **CBCWA Strategic Plan:**

a. Member Information Request

The Manager stated this is a reminder for committee members to provide the requested information related to the Strategic Plan to him so that he can compile a first quarter report in 2017.

**Old Business** – None

**Next Meeting**

1. Agenda Items for the February 7, 2017 meeting

- CitiWorks Presentation - Mr. Thoresen asked if the Manager would be scheduling a presentation by CitiWorks. The Manager indicated that he himself saw a presentation and was very impressed. He plans to schedule a time for the group to see the presentation and will be meeting with Nancy Quirk of Green Bay Water in the near future.
- Request for New Employee Orientation with MPU so that new employees can better understand our relationships and tour the plant facilities

**Adjourn:**

**Motion made by Allouez, seconded by Howard to adjourn at 3:15 p.m.**

**MOTION UNANIMOUSLY APPROVED**

Respectfully submitted,

Rae G. Knippel  
Transcription