

**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, June 11, 2019 at the Bellevue Public Safety Building Conference Room – 3100 Eaton Road, Bellevue, Wisconsin

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**Members Present:** Allouez – Sean Gehin  
Bellevue – Shawn Geiger  
De Pere – Scott Thoresen  
Howard – Geoff Farr  
Lawrence – Kurt Minten  
Ledgeview – Dave Strelcheck

**Also Present:** Nic Sparacio, Manager  
Rob Michaelson – Manitowoc Public Utilities  
Gary Rosenbeck – McMahan, Inc.

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The June 11, 2019 Central Brown County Water Authority – Technical Committee Meeting was called to order at 1:30 p.m. by Chairman Shawn Geiger of Bellevue.

**Roll Call:**

1. Attendance was recorded as shown above.

**Approval of Agenda:**

2. Approve Agenda  
**Motion made by Lawrence, seconded by Ledgeview to approve the agenda.**  
**MOTION UNANIMOUSLY APPROVED**

**Approval of Minutes:**

3. There were no questions or comments on the May 7, 2019 minutes.  
**Motion made by Ledgeview, seconded by Lawrence to approve the May 7, 2019 minutes as presented.**  
**MOTION APPROVED UNANIMOUSLY**

**Appearances:**

4. None

**Communications:**

5. None

**Agenda Items:**

6. Project status updates
  - a. **Emergency Response Plan tabletop exercise review**

Manager Sparacio asked the Committee for feedback on the tabletop exercise that was held on May 23<sup>rd</sup>. There was a consensus that the event was very beneficial for the local water utility staff, that it was relevant to our local conditions, and the scenarios provided were realistic and challenging. Dave Strelcheck stated that he heard participants asking when we could hold another tabletop exercise for further training. It was observed that many of the participants have two years or less experience in their current position, so this training was especially helpful for them.

Sparacio asked if there were any comments or questions on the After Action Report provided by the facilitator. There was a consensus that it was a good summary. Sparacio suggested that a “next step” item be added: hold a future tabletop exercise that focuses on the communication competency including building an incident command structure and discussing the appropriate roles.

Sean Gehin noted that it would be beneficial to review the Emergency Response Plan itself on a regular basis. Many of the new staff are not familiar with the document, and it would be helpful to confirm that each utility has the current version. The update distribution list should also be reviewed.

**b. Local-level emergency interconnections**

Sparacio stated that there were several questions on this topic from the last meeting, such as:

1. Can Members establish individual/local-level emergency interconnections with the Green Bay Water Utility?
2. Is Water Authority approval required for this?
3. Is a contract required for this?
4. How does this affect billing?
5. What if the emergency interconnection can also provide water to Green Bay? (What if it is a two-way interconnection?)

Sparacio reviewed the Member Water Purchase Agreement for related requirements and provided a summary of his findings. Attorney Kobza has reviewed the summary and concurs with these findings. Water Authority Members have broad authority to establish emergency interconnections and to receive water from other sources in emergency situations. Water Authority approval is not required for arrangements where Members receive water from other sources during emergency conditions. Members may establish contracts to receive an emergency supply, but this is not required. If a Member were to offer/provide an emergency supply (or a two-way interconnection) to another entity outside its corporate limits, approval of a contract by the Water Authority would be required. When Members are experiencing emergency conditions, they must notify the Water Authority. The Water Authority does not have the authority to bill Members for water received through interconnections in the same way that it has authority to bill Members when using their wells.

Gary Rosenbeck asked whether the Committee would like to investigate further the sufficiency of our local level interconnections to deliver water to each other during emergency conditions? This study would evaluate the existing interconnections and identify additional improvements needed to achieve a sufficient level of emergency service. One purpose of this study would be to determine whether there are better options than relying on all the existing wells for an emergency supply.

Scott Thoreson stated that De Pere has been increasing the size of certain water mains with the intent of improving options for interconnectivity. He further stated that the ongoing cost of maintaining De Pere's wells is significant. He would be interested in reducing that cost. Geoff Farr stated that Howard will always want to retain ownership of its wells, but the operation and maintenance are ongoing challenges. If the members are able to collaborate on well operation and maintenance, it would be easier to track the required activities and ensure that they are completed on schedule.

Sparacio responded that it could be worthwhile to look not only at local level interconnectivity and potential improvements, but to also pull in the wells. We should consider their capacity and look at whether it makes sense to strategically invest in certain wells or other local components to improve emergency supply and reduce costs. This could help cultivate a collaborative approach to their operation and maintenance. There was a consensus that this would be beneficial, and that a collaborative approach could potentially involve Green Bay and other area utilities. Rosenbeck stated that he will put together a proposed scope of work for the Committee's review and consideration.

**c. Utility Cooperation and Collaboration (SPLASH) Study**

Sparacio asked for feedback on the stakeholder meeting that was held earlier this week. Gehin responded that in the course of reviewing the Business Case Evaluations (BCEs), he is still learning of some significant differences between how the local utilities accounted for their costs. He would like to have further discussion on this amongst the members. Sparacio stated that the next phase of the SPLASH Study will do this with the cross-connection control and leak detection areas of focus. Gehin clarified that he is interested in having further discussion with the members in all of the priority collaboration areas and in doing this prior to the BCEs being finalized.

The Committee decided to meet on Wednesday July 10, at 1:30 p.m. in Allouez to further discuss their program costs in each of the priority collaboration areas documented in the BCEs. Gehin will secure a meeting space for this time.

**d. Manitowoc Pump Station Optimization project**

Sparacio updated the group on progress. He and Rosenbeck had a kick-off meeting with MPU and Jacobs, and there is a good understanding of the project scope and communication needs. The project is in the data gathering stage, and McMahon is working closely with the consultants from Jacobs. The project is expected to be completed in August. A revised proposal was provided by Jacobs.

Rosenbeck reviewed historic and projected future pumpage requirements provided by McMahan in 2017 and asked for feedback on the demands that should be used in this study. It was noted that Central Storage creates significant buffering and reduces maximum day demand. Rosenbeck is considering 17 million gallons per day (mgd) as a maximum day for future planning and asked whether this can be safely reduced to achieve greater efficiency. Sparacio stated that the highest maximum day since Central Storage was completed is just over 11 mgd which occurred in June of 2018. In 2016 and 2017, the maximum day was closer to 9 mgd. At this time, Sparacio's projections for future water consumption are level in the most optimistic model.

The Committee did not have a strong sense of what direction to go with these forecasts and asked McMahan to provide a recommendation.

**e. Transmission system operation and maintenance**

Sparacio stated that this item remains a placeholder on the agenda. There is no progress to report. With the ERP tabletop exercise completed, he and Rob Michaelson should be able to start focusing on this.

**f. Sensus AMI software updates**

Sparacio asked whether the cutover is completed. Some members believe that it was completed, and others were not sure. There has been no training or assistance from Core & Main with local staff. Sparacio will follow up on this.

**7. Fiber outage and alternatives**

Sparacio reported that fiber communications were lost between Manitowoc and two connection stations (BE-1 and LW-2) for 10 days – from May 21<sup>st</sup> to May 30<sup>th</sup>. He intends to follow up with NSight to discuss how to improve response times in the future. Michaelson explained the details of what caused the outage and the threat of potential future outages. This outage was minor in that it only affected two stations. At a more critical location, or if all the fibers were broken, the impacts would have been more significant.

Farr asked Michaelson to explain the impacts of a fiber outage. Michaelson responded that the logic would still control the system at its last setpoints, but MPU would not be able to monitor what is happening or be able to adjust any controls. MPU would not receive any alarm notifications, would not be able to see chlorine residuals, and any adjustments would need to be made manually onsite.

Rosenbeck presented an option for backup communications in the case of a fiber outage. Cellular communication could be set up that covers critical components of the Water Authority facilities for an initial cost of about \$7,500. But this would also come with an ongoing cost for cellular service that could be as much as \$5,000 per year.

Sparacio responded that this is a significant cost for a backup system especially in comparison to what the Water Authority pays for the fiber service. Discussion ensued

regarding other alternatives for responding to a loss of communications. This is the first time that an extended outage has occurred in 12 years. There was a consensus that a more cost-effective solution during an extended fiber outage is for member water utility staff to make daily stops at their local stations and to report to MPU over the phone. Sparacio will follow up with NSight and report back to the Committee.

**8. Corrosion Protection Annual Survey Proposal from Northern Inspection Services**

Sparacio stated that NIS has provided a proposal for the entire transmission main for this year's survey. The concrete and ductile iron segments have not been surveyed since 2016, so those are included in the 2019 proposal. There will potentially be some additional repair work done to address locating gaps that have been discovered over the last year. Any repairs would be addressed under a separate work scope and proposal.

**Motion made by Lawrence, seconded by Ledgeview to recommend to the Board approval of the Corrosion Protection Annual Survey Proposal from Northern Inspection Services.**

Discussion continued on how the survey differs for each pipe material. The survey of the steel pipe includes testing of the corrosion protection system. The concrete and ductile iron pipes do not have corrosion protection, but corrosion potential is monitored including soil conditions and any impacts of nearby corrosion protection systems owned by other utilities. The vote was taken on the motion on the floor.

**MOTION UNANIMOUSLY APPROVED**

**9. Water sales report through May 31, 2019**

Sparacio stated that the May 2019 water sales report shows monthly water consumption was lower than the same month last year, but we are still about 1% above last year for total water use to date. Discussion ensued regarding leak repairs that have been made already this spring. He encouraged members to start thinking about budgeted flows for 2020, as that discussion will begin next month.

**10. 2019 and 2020 Capital Improvement Program projects and budgets**

Sparacio presented a preliminary draft of potential capital projects for 2020 and an updated list of 2019 budgeted capital projects. The bulk of potential 2020 projects are carried forward from previous years and are related to improvements at the finished water pump station in Manitowoc. The Optimization Study will help guide these future projects. He asked for members to be thinking about any other potential project needs.

Sparacio noted that some repairs to the corrosion protection system were earmarked for 2021. We do not have an estimate for these repairs yet, but we also know that these are not an immediate need. Farr asked for clarification on whether this is truly a capital project or a maintenance item that should be in the annual budget. Sparacio will review this and report back. He stated that another potential capital item would be the cellular communication backup system if we go that route.

**11. Focus on Energy Incentive Agreement – Howard Booster Station By-Pass**

Sparacio stated that he had reached out to Focus on Energy relative to our upcoming capital projects, and they found that our Howard Booster Station By-pass project was a good fit for their incentive program. McMahon then provided the necessary data for their review. Focus on Energy is able to provide a reimbursement grant of \$4,960 toward the project. Sparacio has reviewed the Incentive Agreement and has no concerns with the requirements. He has also forwarded it to Attorney Kobza for review and will obtain her input prior to a Board decision.

**Motion made by De Pere, seconded by Howard to recommend to the Board approval of the Focus on Energy Incentive Agreement for the Howard Booster Station By-Pass.**

**MOTION UNANIMOUSLY APPROVED**

**Old Business:**

**12. Wisconsin-WARN mutual assistance option**

Sparacio asked whether the Committee is interested in pursuing the WI-WARN mutual aid program which was discussed in detail last month. The model resolution and agreement were provided for consideration today. There was a consensus that the system would be beneficial to join and is very flexible.

**Motion made by Ledgeview, seconded by Lawrence to direct the Manager to present the WI-WARN mutual assistance program to the Board for consideration at the local level.**

**MOTION UNANIMOUSLY APPROVED**

**Next Meeting:**

**13. Agenda Items for the July 9, 2019 Meeting:**

The following potential agenda items were identified.

- Finalize storage location for 48" valve procurement
- 2020 budgeted water consumption
- Need another Technical Committee member for Growth Management Task Force

**Adjourn:**

**Motion made by De Pere, seconded by Howard to adjourn at 3:05 p.m.**

**MOTION UNANIMOUSLY APPROVED**

Respectfully submitted,  
Nic Sparacio, Manager