

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, October 9, 2018 at the Howard Public Works Facility Conference Room – 1336 Cornell Road, Howard, Wisconsin

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

Also Present: Nic Sparacio, Manager
Don Voogt – McMahon, Inc.
Rob Michaelson – Manitowoc Public Utilities
Zach Green, Seth Garrison – Raftelis

The October 9, 2018 Central Brown County Water Authority – Technical Committee Meeting was called to order at 1:30 p.m. by Chairman Geoff Farr of Howard.

Roll Call

Attendance was recorded as shown above.

Approval of the Agenda

Motion made by DePere, seconded by Lawrence to approve the agenda.

MOTION UNANIMOUSLY APPROVED

Approval of Minutes

September 11, 2018

Manager Sparacio noted that there was a correction to the attendance section of the September minutes. The community representation for Kurt Minton and Dave Strelcheck was swapped.

Motion made by Bellevue, seconded by Ledgeview to approve the September 11, 2018 minutes with the attendance corrected as noted.

MOTION APPROVED UNANIMOUSLY

Appearances – None

Communications – None

Agenda Items

1. Sensus meter update:

Shawn Geiger explained that Sensus/Core and Main needs to do some reprogramming of the AMI software for all those involved in the contract. The Village of Bellevue is considering ordering some updated meters that have additional capabilities, so this software update is needed in order for the updated meters to work. However, the software update is also needed for regular maintenance of the AMI system. The reprogramming will require a shut-down of the entire AMI system for a period of time, and this will affect all Sensus meters.

Discussion ensued regarding the details of the shut-down. The affected member communities would like to be prepared for this event. There are questions regarding the timing of the shutdown, whether any data will be lost, and what will be impacted. Sparacio stated that he is willing to contact Core and Main to get answers on these questions. He will then report back to the Committee.

2. Property insurance at member connection stations:

Sparacio explained that he is in the process of obtaining a new provider of property insurance for all CBCWA facilities and wants the Committee to be aware of this. This process is somewhat complicated by the divided occupancy connection stations where both CBCWA and member equipment are housed in the same buildings. Data as being gathered on how each of the members has these buildings insured so that the Water Authority insurance fits well with the local coverage. He shared the quotes for insurance that he has received so far.

Sparacio further explained that the easement agreements, recorded at the time that connection station ownership was moved to the members, state that each community is to insure its buildings and all the contents, and then bill the Authority for the cost for insuring its equipment within the buildings. The actual practice of how these facilities are insured does not follow that language. The members and the Authority have all maintained separate policies. Sparacio is reviewing whether this practice needs to change and whether the coverages we have in place are adequate.

Scott Thoresen asked whether the Authority attorney brought this to our attention. Sparacio explained that Boardman and Clark has not had involvement in obtaining insurance for the Water Authority. He came across these questions when reviewing our current coverage and comparing it to the quotes received for new insurance. Further discussion ensued regarding how each of the members understand their property insurance policies and what coverages are in place. There was a consensus that

confirmation is needed from an outside source that we have everything covered and that we have enough coverage to replace these buildings at their current cost in the event of a massive loss.

3. Addition of ACH chemical feed equipment at MPU:

Sparacio updated the Committee on the addition of a coagulant feed at the water treatment plant in Manitowoc. The purpose of this MPU project is to extend the life of the microfilters and improve their permeability between backwash cycles. Sparacio would like to hear from the Committee if there are any potential issues or concerns from their perspectives. He further explained that there will be some additional pass-through costs to the Water Authority. In contrast, the Water Authority will not be paying for any of the initial construction costs for this project. MPU and the Authority are considering this project as covered under the original capital contributions and the pass-through costs as allowable in the Water Purchase Agreement.

Farr asked whether there are any water quality concerns with this additional treatment process. Rob Michaelson explained that MPU will be monitoring aluminum levels, but they are not expecting any issues. The coagulant is a pretty inert chemical and will help block contaminants from reaching the filtration system. Sparacio asked whether there will be any additional waste handling costs to the Authority. Michaelson stated that there should be negligible addition of solids to the backwash basins which are cleaned out annually.

Farr asked if MPU could provide a memo explaining the additional treatment process for the Technical Committee that can then be shared with customers. Michaelson agreed to provide such a memo.

4. Project status updates:

a. Automatic Chlorine System Shutoff:

Don Voogt stated that the project has been approved by the DNR, and the Committee can now authorize it for bid. Sparacio stated that the project is included in the 2019 proposed budget, and we will likely have action on the budget later this month. The project can be authorized for bid, and the decision to award will come after annual budget approval.

Motion made by De Pere, seconded by Howard to recommend authorizing McMahon to bid the project.

MOTION UNANIMOUSLY APPROVED

b. 48" Valve Materials Acquisition:

Voogt asked for clarification on whether we are requesting informal quotes versus bids. Discussion ensued, and there was a consensus that formal bids should be requested. There will be enough time in the bid process to ensure that the project is included in the adopted 2019 budget before recommending any contract award.

Motion made by De Pere, seconded by Lawrence to recommend authorizing McMahon to bid the project.

MOTION UNANIMOUSLY APPROVED

c. Green Bay Water Utility Interconnect Study

Sparacio stated that there were additional questions from AECOM on the letter clarifying the CBCWA requested interconnection scenarios. We responded to the questions. No response has been received at this time, but they should now have all the information needed to develop a cost estimate.

d. Leak Detection

Sparacio reported that leak detection is scheduled for the following week. ME Simpson will be doing the work. Michaelson noted that one of the contracts of the 48" pipeline has a warranty that expires at the end of this year, so this is being done in part to ensure that there are no valve leaks in that section. He further explained that the magnetic meter testing is being performed at the same time. Depending on where comparative testing is needed, there will be some temporary water system shut-downs. Pitot tests do not require a shut-down. MPU will communicate with affected communities when any shut-downs are needed.

Farr asked whether additional local meters can be tested while ME Simpson is already present. Michaelson stated that this can be done, but ME Simpson will then execute an additional agreement with the member community.

e. Utility Cooperation and Collaboration Study

Sparacio stated that the community interviews are scheduled for this week. Thoresen stated that De Pere has completed its interview already, and it went well. The consultants walk you through all the questions. Sparacio further stated that the next round of Steering Committee and Stakeholder meetings are being scheduled for November 5 and 6. Sparacio will send out calendar invitations.

f. Cla-Val Maintenance

Sparacio stated that all communities should have their quotes from Dorner except for Allouez. There is some additional work needed to separate out the Authority costs from the related quotes. Additional clarification from McMahon is needed.

5. Water Sales Report through June 30, 2018:

Water sales were reviewed. Water use dropped off sharply in September, but the total for the year is still above the prior year. Sparacio noted that the proposed 2019 rate stabilization amounts are now included in the table of projected year-end true up charges and rebates. He also noted that it is possible that the Authority may be purchasing more water from MPU than was budgeted. This will be revisited in the future if needed.

6. Review of Bids for Howard Booster Station By-Pass Project:

Sparacio stated that one bid was received from August Winter and Sons for \$148,000. This was well over the budgeted amount, so the recommendation is to reject and rebid the project. Sean Gehin asked what the completion date was on the project. Voogt stated that the completion date was May of 2019, so this should not have been a factor in the lack of responses. Discussion ensued regarding reaching out to additional contractors to directly solicit potential bids. Voogt stated that he will follow up with August Winter to request an explanation of their cost.

Motion made by De Pere, seconded by Bellevue to recommend rejecting the bid from August Winter and Sons Inc. and to rebid the project.

MOTION UNANIMOUSLY APPROVED

Old Business – None

Next Meeting:

Agenda Items for the November 13, 2018 Meeting:

No items identified at this time.

Motion made by Bellevue, seconded by De Pere to adjourn at 2:35 p.m.

MOTION UNANIMOUSLY APPROVED

Respectfully submitted,
Nic Sparacio, Manager