

**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, December 6, 2018 at the Howard Public Works Facility Conference Room – 1336 Cornell Road, Howard, Wisconsin

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

**Also Present:** Nic Sparacio, Manager  
Don Voogt – McMahan, Inc.  
Rob Michaelson – Manitowoc Public Utilities  
George Bowens – Sensus/Xylem (via web conference)

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The December 6, 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 Agenda:**

1. Approve Agenda  
**Motion made by De Pere, seconded by Lawrence to approve the agenda.**  
**MOTION UNANIMOUSLY APPROVED**

**Approval of Minutes:**

2. There were no questions or comments on the October 9, 2018 minutes.  
**Motion made by Howard, seconded by De Pere to approve the October 9, 2018 minutes as presented.**  
**MOTION APPROVED UNANIMOUSLY**

**Appearances:**

3. George Bowens of Sensus to discuss RNI system upgrade  
Sparacio introduced George Bowens who is joining the meeting over a web conference. The Technical Committee has been discussing this AMI software upgrade for several months in order to understand the process. There is more involved than we had initially been presented with, so we are now looking to Sensus to clarify the requirements and timeline.

Bowens stated that he is now the single point of contact for the software upgrade process and any related questions that we might have. He will need a contact person for each of

the communities involved, and he will need each community to complete the software upgrade questionnaire. Sparacio then asked for each local point person and will email that information to Bowens.

Bowens continued with a description of the process and timeline. Sensus is going to build an entirely new RNI and will transfer in all the existing data in a live environment. Communities will then have 4 to 6 weeks to test the data for any issues. He noted that any meter installations or removals during the testing stage will add complications that communities should be aware of. Meter readings will continue to sync periodically, but meter installations and removals will not sync until the cutover to the new system occurs. Once the installation and testing are complete, we will then need to schedule the one-day shutdown to cut over to the new database. This will need to be a day where none of the communities are doing billing. The entire process is expected to take 8 to 12 weeks.

Each community needs to follow the checklists provided by Sensus and needs to make sure that Sensus knows how they use their AMI data. Make George aware of the specific billing software you use and any custom data transfers that are needed. Local IT people may also need to be involved in the cutover process to make sure Sensus has access to change IP addresses. He recommends that local staff review the training resources that are available on the Sensus website at <http://sensus-training.com>. Start with the training materials on "upgrading flex-net customers." We can also schedule a live training event with Sensus once the communities have been working in the new software for a few weeks.

Sparacio noted that the Water Authority utilizes Iron Mountain to hold the source code in escrow. Any updates to the software would also need to be provided to Iron Mountain. Bowens will follow up on this. Sparacio also stated that the Green Bay Water Utility needs to be involved as they handle billing for the City of De Pere. He will include their contact person in the information provided to Bowens.

Bowens concluded that the cutover date will be scheduled as we get closer to that stage of the process, and that he will follow up on today's meeting with an email reaching out to each of the local contact people.

Discussion ensued regarding the RNI base stations, Aqua Hawk services, and various software applications related to meter reading and billing. Mahloch asked what kinds of issues they might expect with applications like printing of water bills. There have been issues in the past with software updates shifting where the information gets printed. If there are compatibility issues with other software providers, this can lead to additional costs. Sparacio responded that this should be addressed in the testing period.

Geiger asked whether Core and Main will still be involved. Sparacio stated that he will touch base with Jeff Stelter again and find out.

**Communications:**

4. None

**Agenda Items:**

**5. Project status updates**

**a. Sensus meter AMI software upgrade**

The AMI software upgrade was covered in the presentation item. No action is needed at this time.

**b. Automatic chlorine system shutoff**

Sparacio stated that the direction from McMahon on this item (and the two following items) in response to the bids rejected earlier this fall is to hold off on rebidding until after the first of the year, and to package these three projects together in an effort to get more responses and better pricing.

Voogt stated that he would target February 5 for bid opening so that decisions can potentially be made at the February 12 Tech Committee meeting. He also noted that the Board asked that McMahon talk with Manitowoc Public Utilities and Green Bay Water to identify any opportunities to jointly request related bids. Michaelson responded that MPU does not have any mechanical work to bid out at this time. Voogt continued to discuss the logistical complications with working at the Authority's multiple sites. We will not likely save much money with a larger bid package on that basis, but we should get more responses.

**c. 48" valve materials acquisition**

See item 5a above.

**d. Howard Booster Station by-pass**

See item 5a above.

**e. Dorner quotes for Cla-Val maintenance**

Sparacio noted that the quotes from Dorner have been provided, and he asked how the communities want to proceed. Thoresen stated that from De Pere's perspective, the prices have nearly doubled and seem very high compared to individual pricing they had received in the past. Discussion ensued on whether to consider another potential provider and on the option of training local staff to do the maintenance. The difficulty of doing the valve maintenance can vary depending on the size and complexity of a valve and on the condition of the valve seat. If valve seats need replacing, Tenor recommends stainless steel over brass.

Minton stated that from Lawrence's perspective, the prices seem to be a good value and are a savings over individual pricing they had received in the past. Michaelson and Farr noted that they also find this pricing to be within expectations. Sparacio stated that he will work to ensure that cooperative purchases like this move along more quickly in the future to improve the chances of experiencing a savings.

There was a consensus that all would be in favor of participating with Dorner if we can experience a savings by proceeding as a whole. Sparacio will follow up with Dorner to ask if there will be a labor discount if they proceed with all of these valves and ask for final pricing.

f. **Leak detection and meter testing**

Sparacio stated that MPU is still waiting for the leak detection and meter testing reports from ME Simpson. Michaelson confirmed.

g. **Corrosion protection system**

Sparacio stated that the report from NIS is included in the meeting materials. The issue that was detected north of the Manitowoc River is a minor maintenance item that can be addressed at any point in the next three to five years. We will continue to watch this location closely with the annual surveys.

h. **Green Bay Water Utility Interconnect Study**

Sparacio stated that there is no update, but he is meeting with Green Bay Water on Friday morning. He will report back once he has some information from them.

i. **Utility Cooperation and Collaboration Study**

Sparacio stated that a detailed report was provided last month. He also noted that the initial recommendations include expanding the Technical Committee meetings on a quarterly or semi-annual basis to include other area water utility representatives for sharing ideas and discussing common concerns. This would be similar to the Brown County Public Works group that meets but with a focus on water systems. There was a consensus that this would be beneficial and should be further explored.

**6. Water sales report through November 30, 2018:**

Water sales were reviewed. Sparacio noted that November was another good month. We are still about 6% above 2017 for this time of the year, and we will be very close to the minimum take-or-pay amount for the year. Farr noted that the Omnova plant in Howard is now shut down, so their local water consumption will be down in 2019 if nothing else replaces that water user.

**Old Business:**

7. None

**New Business:**

**8. 2019 Technical Committee officers and meeting location**

Sparacio reviewed the process for electing officers as stated in the By-Laws. The Technical Committee action is a recommendation to the Board, and the Board then confirms the Committee officers. Thoresen reviewed the recent history of who has served in the chair and vice chair roles. Traditionally, the current vice chair moves to the chair role, and the communities rotate through as vice chair. Town of Lawrence would be the next logical vice chair on that basis.

**Motion made by De Pere, seconded by Howard to recommend David Betts (Bellevue) for the office of Technical Committee Chair.**

**MOTION UNANIMOUSLY APPROVED**

**Motion made by De Pere, seconded by Howard to recommend Kurt Minton (Lawrence) for the office of Technical Committee Vice Chair.**

**MOTION UNANIMOUSLY APPROVED**

The chair picks the meeting location, so Sparacio will confirm with Betts where he would like to meet in 2019.

**9. 2019 meeting schedule**

Sparacio reviewed the draft meeting calendar for 2019. The dates of the AWWA-WI Section annual meeting and the typical December date change were noted. The September and December Technical Committee dates were revised on that basis, and the revised calendar will be forwarded to the Board for review.

**Next Meeting:**

**10. Agenda Items for the January 15, 2018 Meeting**

Discussion ensued on methods for isolating leaks in residential areas. An update on this topic may be appropriate for the next meeting. No other items identified.

**Adjourn:**

**Motion made by De Pere, seconded by Lawrence to adjourn at 3:00 p.m.**

**MOTION UNANIMOUSLY APPROVED**

Respectfully submitted,  
Nic Sparacio, Manager