

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 Monday, January 10, 2011 at the Allouez Village Offices – 1900 Libal Street, Green Bay, Wisconsin

Present: Allouez-Berndt; Bellevue-Balke, DePere-Thoresen, Howard–Farr,
Lawrence-Little, Ledgeview-Pansier

Also

Present: Dave Vaclavik, Manager
Rob Michaelson – per phone

The meeting was called to order by Chairman Scott Thoresen at 1:35 p.m.

ROLL CALL:

Call the roll for attendance. Roll Call as noted above.

APPROVAL OF AGENDA:

Approve Agenda

Motion made by Ledgeview, seconded by Allouez to approve the agenda.

MOTION APPROVED UNANIMOUSLY

APPROVAL OF MINUTES:

December 3, 2010

Motion made by Bellevue, seconded by Allouez to approve the minutes.

MOTION APPROVED UNANIMOUSLY

APPEARANCES:

1. None

COMMUNICATIONS:

1. None

AGENDA ITEMS:

1. Election of Chair and Vice-Chair:

Motion made by DePere, seconded by Lawrence to nominate Craig Berndt as Chairman of the Technical Committee. Nominations Closed.

CRAIG BERNDT elected by unanimous ballot as Chairman.

Motion made by DePere, seconded by Lawrence to nominate Bill Balke as Vice-Chairman of the CBCWA-Technical Committee. Nominations Closed.

BILL BALKE elected by unanimous ballot as Vice-Chairman.

2. **2010 Final Meter Readings and CBCWA Consumption:**

The Manager informed the committee that the Water Authority failed to meet the contractual minimum water purchase from MPU by 4,239 million gallons. By contract the Authority is required to compensate them for this amount at the unit rate of 57 cents per thousand gallons, or \$2,416.23. The Water Purchase and Sale Agreement then applies this cost on a pro-rated basis to those communities that failed to meet their own contractual minimums with the Authority. Vaclavik stated that in 2010, the only community that failed this requirement was Allouez and that consequently, this amount will be added to their true-up charge adjustment for 2010.

3. **Preliminary True-Up Calculations for 2010 Consumption:**

True-up charges have been calculated for 2010 based on the adopted revisions to the formula that results in equal unit costs of water for each member. Vaclavik pointed out that 2010 revenues and expenses are not yet closed out, therefore numbers are preliminary.

Vaclavik explained there are two secondary issues to be considered:

- 1) A positive differential is expected between operating expenses and revenues at the end of 2010. The Board can choose to either rebate the surplus through the true-up charge process, or retain the surplus for application to 2011 expenses. Vaclavik stated that the possibility of legal expenses exceeding budget in 2011 is unlikely.
- 2) The Authority failed to meet the contractual minimum water purchase from MPU by 4,239 million gallons. By contract the Authority is required to compensate them for this amount at the unit rate of 57 cents per thousand gallons, or \$2,416.23. The Water Purchase and Sale Agreement then applies this cost on a pro-rated basis to those communities that failed to meet their own contractual minimums with the Authority. In 2010 this will apply to Allouez, therefore, this amount will be added to their true-up charge adjustment for 2010.

Mr. Berndt requested a short summary of events in relation to true-up and the Manager agreed to include this information with his Board report.

4. **MAG Meter Test Results:**

Meter test results for the CBCWA meter stations completed in December 2010 using certified test meters were distributed. Individual test flows were reported with details of flow for the high, intermediate, and low range.

Further discussion with Rob Michaelson per phone resulted in his suggestion that he get a quote from P.J. Kortens to check electronics at LE-1, DP3 & 6 where there have been leakage problems.

5. **Meter Test Cost for AZ-2:**

Michaelson stated he received a quote from M.E. Simpson in the amount of \$1750 for meter testing at AZ-2 which he agreed to negotiate.

Motion made by DePere, seconded by Lawrence to authorize payment to M.E. Simpson for meter testing at AZ-2 not to exceed \$1,000.

MOTION APPROVED UNANIMOUSLY

6. **WDNR Sanitary Survey:**

A letter from Wendy Anderson of the DNR was reviewed related to an investigation of the public water supply system serving the CBCWA member communities in November and December 2010. Ms. Anderson indicated that the purpose of the sanitary survey was to evaluate the system's source, facilities, equipment, operation, maintenance, and management as they relate to safe drinking water. Deficiencies were found in the following areas:

a. **Installation of Screens on Relief Piping**

Discussion resulted in the consensus that members will screen on their side, and MPU will screen on the Water Authority side.

b. **Monitoring of the Cisterns**

Consensus was that tanks will be inspected monthly by the individual municipalities who have cisterns, pointing out that Howard does not have one.

c. **Exhaust Fan Operation**

Per the action below, an exhaust fan will be installed at the Master Meter Station.

7. **PJKCO Quote to Add Flood Alarm and Exhaust Fan Alarm to the MMS:**

The quote of P.J. Kortens Company was reviewed by the committee. The quote is to install the following:

- Install a flood switch
- Install two lighted pushbuttons for chlorine fan running signal
- Remove wiring to the chlorine door limit switch
- Install the wiring needed to bring back the signals to the PLC
- Add the programming to the PLC and SCADA system to monitor the alarm points on the screen.

(See action taken below related to this item)

8. **Connection Station Issues:**

- a. **Addition of Low Temp Alarms to Member Side of Connection Stations and Chlorine Rooms**
- b. **Exhaust Fan Status Indicator**
- c. **Flood Switches**
- d. **Exterior Fan Switch and Indicator Lighting**

e. **Relocation of SCBA from the CBCWA Side to the Member Side of Connection Stations**

Geoff Farr of Howard indicated that the Village would like to relocate the self-contained breathing apparatus from the MPU side of the connection station to the member side. Mr. Vaclavik suggested that any community who wanted to do this should do so and inform MPU of the location.

f. **Emergency Power Supply to Connection Stations.**

Howard indicated they would like to have the ability to provide back-up power to their connection station. The Manager indicated that it is his understanding that none of the buildings are set up for emergency power.

P.J. Kortens provided a quote to add a flood alarm and a chlorine fan running indicator at the MMS site. The quote is based on a time and materials, not to exceed basis.

Motion made by DePere, seconded by Lawrence to approve the quote of P.J. Kortens & Company for the installation of a flood alarm and exhaust fan alarm to the Master Meter Station in the amount of \$2,100.

MOTION APPROVED UNANIMOUSLY

Mr. Berndt asked for a short summary of observations and recommendations related to items a, b, c, & d.

9. **DRAFT S.O.P. for a Low Pressure Event at LW-1:**

A draft of Standard Operating Protocols dated 12/23/2010 was distributed. A background of the contract between MPU and the CBCWA indicates that MPU is required to provide a minimum pressure of 40 psi at LW-1. Because the ground elevation is higher in the Village Denmark, it is necessary to consider such to ensure adequate pressure maintenance in the pipeline. In November, MPU determined that pipeline pressure at Denmark ranges from 3-5 less psi less than that at LW-1. Thus, an operating protocol was drafted in response to a possible low pressure event.

If the pressure at LW-1 drops to less than 10 psi, the following is recommended:

- Notify the WDNR
- Notify the CBCWA member communities
- Issue an alert to all MPU water staff

Guidelines were also given in case the MMS incoming chlorine residual drops to less than 0.40 ppm, boost. In summary, if there is a low pressure event in the CBCWA transmission main, it is the intent to monitor the chlorine residual for any possible compromise of water quality.

Motion made by Lawrence, seconded by Ledgeview to approve the draft Standard Operating Procedures for a Low Pressure Event at LW-1.

MOTION APPROVED UNANIMOUSLY

10. **Operational Flow Ranges for Pumps at the FWPS, when operating at a FWPS Discharge Pressure of 165 psi:**
 - a. **P1: 940 gpm – 3,700 gpm**
 - b. **P3: 2,570 gpm – 7,050 gpm**
 - c. **P1+P3: 5,275 gpm – 10,750 gpm**

Mr. Vaclavik indicated this information is presented as informational related to a request for criteria that may cost money if guidelines are not met. Mr. Michaelson stated that the average flow ranges from 6.7 to 6.9 mg per day, or from 4500 to 5000 gpm.

11. **Update on Chlorine System Project:**
Vaclavik reported that wiring of two replacements will be completed by January 2011.
12. **Van Stratten Quarry Report:**
February agenda
13. **Meeting Dates:**
A new meeting schedule was distributed. Technical Committee meetings will be scheduled for the 2nd Tuesday of the month unless otherwise noted, i.e.
January – 1st Monday
February 2nd Thursday
December – 2nd Friday

OLD BUSINESS:

1. None

NEXT MEETING:

1. **Agenda Items:**
Mr. Vaclavik indicated that Don Voogt of McMahon has a conflict with Monday meetings and has asked if Tuesday would work. Consensus was to change meeting days to the 2nd Tuesday of the month unless otherwise notified.

Mr. Vaclavik did request that the February meeting be changed to Thursday. He will provide an updated calendar.

**Next Meeting – Thursday, February 10, 2011 – 1:30 p.m.
Allouez Village Hall**

Next Agenda:

- **Connection Station Issues:**
 - **Addition of Low Temp Alarms to Member Side of Connection Stations and Chlorine Rooms**
 - **Exhaust Fan Status Indicator**
- **Draft System Operating Protocol for a Low Pressure Event at LW-1**

Adjourn:

**Motion made by Lawrence and seconded by DePere to adjourn at 3:10 p.m.
MOTION APPROVED UNANIMOUSLY**

Respectfully submitted,

Rae G. Knippel,
Recording Secretary