

**GREEN BAY METROPOLITAN SEWERAGE DISTRICT**  
**PROCEEDINGS OF THE COMMISSION**

Regular meeting of the Commission held August 26, 2015.

**PRESENT:** Commissioners Hasselblad, Blumreich, Mainz, and Tumpach

**EXCUSED:** Commissioner Hoffmann

**ALSO PRESENT:** T. Sigmund, P. Kaster, N. Qualls, B. Angoli, M. Urbancic, B. Vander Loop, B. Bartel, J. Czipinski, T. Garrison, T. Brown, J. Maas, A. Weissbach, C. Marcott, J. Watson, P. Mentink, J. Smudde, R. Krause, J. Nicks–Legal Counsel; K. Heimerman–Schenck SC; M. Walter and C. Blan–Brown County Port and Resource Recovery Department; C. Berndt–Village of Allouez

Commission President Hasselblad called the meeting to order at 8:30 a.m.

**1) Safety moment.**

T. Sigmund provided some safety tips fire extinguishers and fires. He stated that NEW Water, the brand of the Green Bay Metropolitan Sewerage District, employees complete fire extinguisher and fire safety training on an annual basis. He stated if you only have one fire extinguisher in your home, it should be placed in your bedroom.

**2) Brown County Household Hazardous Waste Facility update.**

J. Maas introduced Mark Walter, who is the Business Development Manager at the Brown County Port and Resource Recovery Department, which oversees the Brown County Household Hazardous Waste Facility (HHWF).

M. Walter provided a 2014 annual update of the Brown County HHWF and its programs. He stated the HHWF prevents contaminants from reaching NEW Water's treatment system by accepting waste chemicals from residents in NEW Water's service area. He stated the HHWF accepts certain special wastes generated by NEW Water. In 2014 alone, the HHWF accepted nearly 600 pounds of used oil absorbent materials generated by NEW Water.

M. Walter discussed many successful programs conducted by the HHWF, including: sharps disposal, mercury collection, electronics recycling, medication disposal, agricultural and household hazardous waste collection (including pesticides and herbicides), and waste oil. He stated to help offset costs for the HHWF, fees are collected from the public for items dropped off, including latex paint and electronics. A revenue source for the HHWF is selling used oil. He stated many of the items collected by the HHWF are reused or sold to others to reduce the amount of items in the public waste stream.

## GREEN BAY METROPOLITAN SEWERAGE DISTRICT

8/26/15  
Cont'd

### PROCEEDINGS OF THE COMMISSION

Commissioner Hasselblad questioned the fiscal impact on reclamation of items from the public waste stream and the revenue generated from those items. M. Walter replied roughly five percent of revenue comes from the sale of materials.

Commissioner Hasselblad asked which recycling program has been the most successful. C. Blan from the Brown County Port and Resource Recovery Department stated that the electronics waste program has been very successful. M. Walter stated however, the electronics market has been somewhat declining.

Commissioner Hasselblad questioned how the HHWF addresses an expense over revenue. M. Walter replied that the county subsidizes those items.

#### 3) Introduce new employees:

##### a) Cory Marcott, Operator-in-Training

B. Bartel introduced Cory Marcott, a new Operator-in-Training.

C. Marcott stated that he is from the area and received an Associate Degree in Environmental Engineering-Waste and Water Technology from the Northeast Wisconsin Technical College.

##### b) Joe Watson, Operator-in-Training

B. Bartel introduced Joe Watson, a new Operator-in-Training.

J. Watson stated that he is from Mount Horeb, WI. He received an Associate Degree in Natural Resources from Fox Valley Technical College and is pursuing his Bachelors of Science Degree in Water Resources from the University of Wisconsin – Stevens Point.

##### c) Annette Weissbach, Grant Specialist

J. Smudde introduced Annette Weissbach, the new Grant Specialist.

A. Weissbach stated that she has a Bachelor's of Science Degree in Earth Sciences and German Language and Literature from the University of Wisconsin – Green Bay. She has over 30 years of experience, and most of that time was spent with the Wisconsin Department of Natural Resources (WDNR) as a Hydrogeologist and Brownfields Coordinator. She has extensive work experience with Environmental Protection Agency grants.

The Commission welcomed them.

## GREEN BAY METROPOLITAN SEWERAGE DISTRICT

8/26/15

Cont'd

### PROCEEDINGS OF THE COMMISSION

#### 4) 2016 Budget workshop.

T. Sigmund reviewed the following:

- Protecting Our Most Valuable Resource: Water
- Collaborative Regional Leadership, Sustainability, Education, and Communication
- Opportunities and Challenges: Clean Water Industry
- Opportunities and Challenges: NEW Water
- 2015 Goals
- 2015 Budget Update (through July)
- 2016 Priorities
- NEW Water 2016 Budget Drivers
- R2E2 Rate Stabilization Reserve
- 
- WPDES Permit Compliance Strategy

T. Sigmund highlighted the proposed 2016 budget, as follows:

- Flows and Loads
- 2016 Proposed Expenses
- 2016 O&M Expenses
- 2016 O&M Expense Distribution
- 2016 Salaries and Benefits
- Asset Reliability Coordinator
- 2016 Contracted Services
- 2016 Major Capital Projects
- 2016 Annual Capital
- Proposed Long-Term Capital Projects
- Capital Expenditures 2017 – 2020
- 2016 Revenues
- 2016 Municipal Rate
- 2016 Revenue Sources
- 2016 Revenue Breakdown by Customer
- NEW Water Sewer Service Charge Comparison
- 2016 Budget Summary
- Next Steps

## GREEN BAY METROPOLITAN SEWERAGE DISTRICT

8/26/15  
Cont'd

### PROCEEDINGS OF THE COMMISSION

Commissioner Mainz questioned the safety standards of contractors who will be onsite at NEW Water. T. Sigmund replied that none of the contractors hired have poor safety records. He stated NEW Water encourages staff to inform the Engineering Department or the Safety and Security Coordinator if they see work that is being performed unsafe. He stated that the contractors are responsible for enforcing their own safety plans.

Commissioner Mainz asked if Contract 35 was included in the budget. T. Sigmund replied yes.

Commissioner Hasselblad asked if staff completed rough calculations of the projects under the 2016 Budget Drivers that have saved NEW Water money. T. Sigmund replied calculations have been done on a small scale for most projects. He stated rough calculations have been completed for Adaptive Management; and potential NR 101 fees staff avoided by sound treatment practices, which saved NEW Water nearly \$500,000.

Commissioner Hasselblad stated a lot of information was provided in the budget workshop presentation, and asked if an executive summary could be created and distributed to NEW Water customers. T. Sigmund replied that he will try to capture highlights for the customers; however, customers typically look at rates and flows and loads.

Commissioner Blumreich questioned the current condition of assets. T. Sigmund replied that a calculation will be completed with the annual audit. Commissioner Blumreich questioned the accuracy of the calculation. T. Sigmund replied currently an asset criteria range is used, but staff is looking into a more structured process.

Commissioner Tumpach stated the data is a good indicator to use and if the life span is shorter, to make adjustments as appropriate. T. Sigmund replied the best indicators of assets are condition and criticality.

Commissioner Hasselblad stated the next budget discussion will be held on September 30.

#### 5) **Approval of minutes of Commission meetings held June 24 and July 22, 2015.**

##### **Motion #15-046**

It was moved by Mainz, seconded by Blumreich, and unanimously agreed to approve the June 24 and July 22, 2015 minutes as distributed.

#### 6) **July financials.**

## GREEN BAY METROPOLITAN SEWERAGE DISTRICT

8/26/15

Cont'd

### PROCEEDINGS OF THE COMMISSION

K. Heimerman reported total operating revenues for the month of July were favorable to budget by 16% or \$402,000. She stated year to date total operating revenues were favorable to budget by 5% or \$971,000. She reported total operating expenses for the month of July were favorable to budget by 2% or \$38,000. Year to date total operating expenses were favorable to budget by 7% or \$777,000. She stated net income for the month of July was \$546,000 from operating income (operating revenues less operating expenses).

#### 7) **Adopt retirement resolution for Michael Erschnig.**

Commissioner Hasselblad read the retirement resolution.

T. Sigmund stated Michael Erschnig has been a very important part of the Maintenance Department and Management Team for many years, and he will be missed.

The Commission conveyed its appreciation for his many years of service.

#### **Motion #15-047**

It was moved by Blumreich, seconded by Tumpach, and unanimously agreed to adopt retirement resolution for Michael Erschnig. (See Commission Resolution #15-004)

#### 8) **Approve Resolution for acceptance of the Compliance Maintenance Annual Report for 2014 for the Green Bay Facility.**

M. Urbancic requested Commission approval of the Compliance Maintenance Annual Report (CMAR) for 2014 for the Green Bay and De Pere Facilities. He stated 10 categories were graded and the letter grade "A" was received for all categories.

T. Sigmund stated the great scores received for both facilities were an indication of the proactive efforts of staff.

The Commission congratulated the Laboratory Department on the success of the CMAR.

#### **Motion #15-048**

It was moved by Blumreich, seconded by Tumpach, and unanimously agreed to approve the Resolution for acceptance of the Compliance Maintenance Annual Report for 2014 for the Green Bay Facility. (See Commission Resolution #15-005)

#### 9) **Approve Resolution for acceptance of the Compliance Maintenance Annual Report for 2014 for the De Pere Facility.**

GREEN BAY METROPOLITAN SEWERAGE DISTRICT

8/26/15  
Cont'd

PROCEEDINGS OF THE COMMISSION

**Motion #15-049**

It was moved by Blumreich, seconded by Tumpach, and unanimously agreed to approve the Resolution for acceptance of the Compliance Maintenance Annual Report for 2014 for the De Pere Facility.

- 10) **Request Commission approval to enter into an agreement with Donohue & Associates, Inc. to provide engineering assistance for the implementation and permit required reporting of the action items recommended in the Operational Evaluation Report.**

P. Mentink requested Commission approval to enter into an agreement with Donohue and Associates, Inc. to provide engineering assistance for the implementation and permit required reporting of the action items recommended in the Operational Evaluation Report (OER) in the amount of \$183,992 and a 10% contingency of \$18,308. He reported bids were solicited from three firms: Donohue and Associates, Inc., ch2m, and Strand Associates, Inc. Bids were received from Donohue and Associates, Inc. and ch2m. Strand Associates, Inc. elected not to submit a proposal. Staff reviewed and scored each bid, and recommends award to Donohue and Associates, Inc.

Commissioner Hasselblad questioned if staff was comfortable hiring the same company that completed the OER to complete the second phase of the OER. P. Mentink replied that staff did not have any concerns of hiring Donohue and Associates, Inc., and considered it more of a strength.

**Motion #15-050**

It was moved by Meinz, seconded by Blumreich, and unanimously agreed to enter into an agreement with Donohue and Associates, Inc. to provide engineering assistance for the implementation and permit required reporting of the actions items recommended in the OER in the amount of \$183,992 and a 10% contingency of \$18,308 under the authority of the Executive Director for a total authorized amount of \$202,300.

- 11) **Sewer plan approvals:**  
a) **Village of Pulaski 0295-15-01; GBMSD Request 2015-07**

**Motion #15-051**

It was moved by Meinz, seconded by Blumreich, and unanimously agreed to approve the Village of Pulaski Project No. 0295-15-01 sewer plan subject to favorable review by Brown County Planning and final approval by the WDNR.

- b) **Village of Pulaski 0295-15-02; GBMSD Request 2015-08**

## GREEN BAY METROPOLITAN SEWERAGE DISTRICT

8/26/15

Cont'd

### PROCEEDINGS OF THE COMMISSION

#### Motion #15-052

It was moved by Mainz, seconded by Blumreich, and unanimously agreed to approve the Village of Pulaski Project No. 0295-15-02 sewer plan subject to favorable review by Brown County Planning and final approval by the WDNR.

#### 12) Update of projects:

##### a) Contract 34 Digestion and Solids Facility

B. Angoli reported a preconstruction meeting was held on July 20, 2015 to discuss project communications, submittals, schedule, pay requests, schedule of values, and other contract requirements. The contractor was given a Notice to Proceed (NTP) at this meeting.

B. Angoli stated the Resource Recovery and Electrical Energy Project Groundbreaking Ceremony was held August 25, 2015. He stated the event was well attended by Commissioners, NEW Water staff, state and local elected officials, and customers.

Commissioner Mainz questioned the timeframe of 1,000 days, and asked if it was feasible. B. Angoli replied yes, the contractor is putting together its construction schedule, which could contain between 4,000 to 5,000 tasks to complete the project. This schedule will have a critical path for each milestone and project completion. Weekly meetings will be held with the contractor, who will provide a three week work schedule. Monthly management meetings will be held, which will include reviewing the overall schedule and comparing it to work completed to date, and what action the contractor will take if schedule is not being met.

Commissioner Mainz requested updates at the monthly meetings on project schedule and costs to ensure the project is staying on schedule and within budget.

#### 13) Operation report:

##### a) Effluent quality for July

B. Bartel reported both facilities were in full compliance with all effluent limits for the month of July. He stated the De Pere Facility set a new performance record for Carbonaceous Biochemical Oxygen Demand for total monthly pounds discharged. The Green Bay Facility set new performance records for Ammonia for average daily concentration, average pounds discharged per day, and for total monthly pounds discharged.

##### b) Air quality for July

B. Bartel reported the Green Bay Facility was in compliance with all air quality limits for the month of July and did not have any events that would have resulted in a "Deviation Notification" submittal to the WDNR.

**GREEN BAY METROPOLITAN SEWERAGE DISTRICT**

8/26/15  
Cont'd

**PROCEEDINGS OF THE COMMISSION**

**14) Executive Director's report:**

**a) September Commission meeting**

The September Commission meeting will be held Wednesday, September 30, 2015, beginning at 8:30 a.m.

**b) Jack Day and Peer Excellence Awards**

NEW Water's Employee Appreciation luncheon was held on Tuesday, August 18, 2015. The Jack Day Award of Accomplishment was presented to Jim Harper, Maintenance Mechanic, and the Peer Excellence Award was presented to Matt Schmidt, Field Services Technician. T. Sigmund stated both individuals were very deserving of the awards.

The Commission congratulated both of the award winners.

**c) Recognition of 35, 30, and 20 year service anniversaries**

At the Employee Appreciation luncheon, several employees were recognized for their achievements. Employees completing significant service milestones were: Ken Stevens and Paul Willems (35 years); Mike Urbancic (30 years); and Mike Wells (20 years).

The Commission thanked the employees for their many years of dedicated service.

**d) Credit card program update**

NEW Water began utilizing the credit card program Voyager (fuel card) and the Wisconsin Consortium Performance Rebate (rebate card) with US Bank approximately 2 ¼ years ago. To date, the program has returned a rebate of \$70,016.61. This amount does not include the savings on gasoline and diesel fuel.

The Commission congratulated staff on the accomplished savings.

**e) ERA – A Waters Company Certificate of Excellence**

NEW Water's laboratory was presented with a Certificate of Excellence in recognition of laboratory proficiency testing and achieving 100% acceptable data in a study by the ERA – A Waters Company, who did the certification on behalf of the WDNR. The achievement is a demonstration of superior quality in evaluation of 11 standards.

The Commission congratulated staff on their accomplishment.



**GREEN BAY METROPOLITAN SEWERAGE DISTRICT**

8/26/15  
Cont'd

**PROCEEDINGS OF THE COMMISSION**

**f) R2E2 Groundbreaking Ceremony**

The R2E2 Groundbreaking Ceremony was held on August 25, 2015 and was well attended.

T. Sigmund reported a power outage took place at the Green Bay Facility on Friday, August 21, 2015. Staff investigated the incident and found a surge happened in the power line to the pump station. The surge passed through the transformer and staff found a damaged spot in the conductor. He stated NEW Water staff procured a generator to provide a redundant source of electrical power to the pump station, and will investigate the issue to determine possible solutions, with possible replacement.

Commissioner Mainz asked if the transformer was tested. N. Qualls replied it had not yet been tested.

J. Nicks from Godfrey & Kahn stated each municipality has a provision that states for each construction project it must go out for bid. In an emergency, a municipality can go before the Commission to pass a resolution to allow the Executive Director to enter into a contract for construction without the bidding process.

Commissioner Mainz requested a conference call to be held to discuss this matter further. T. Sigmund replied that the investigation is still ongoing, and staff will keep the Commission up-to-date.

Commissioner Blumreich asked if NEW Water will need to submit an insurance claim. P. Kaster replied a notice of sub-claim will be submitted.

Commissioner Blumreich asked what the deductible is. P. Kaster replied \$100,000.

N. Qualls thanked the Electrical and Instrumentation staff for all of their hard work with this issue.

There being no further business to come before the Commission, the meeting adjourned at 10:41 a.m.

**GREEN BAY METROPOLITAN SEWERAGE DISTRICT**

---

**Secretary**