

GREEN BAY METROPOLITAN SEWERAGE DISTRICT
PROCEEDINGS OF THE COMMISSION

Regular meeting of the Commission held January 25, 2017.

PRESENT: Commissioners Hasselblad, Tumpach; Mainz and Hoffmann (via conference call)

EXCUSED: Commissioner Blumreich

ALSO PRESENT: T. Sigmund, P. Wescott, P. Kaster, N. Qualls, B. Hafs, B. Angoli, M. Diaz, T. Garrison, A. Pingel, P. Smits, J. Czypinski, B. Bartel, J. Smudde, B. Butterfield, T. Brown, J. Van Sistine, J. Nicks–Legal Counsel

Commission President Hasselblad called the meeting to order at 8:32 a.m. She stated due to Commissioners' schedules, agenda items requiring Commission action will be taken first.

1) Safety moment.

T. Sigmund distributed a handout on common side effects of over-the-counter medications used during the cold and flu season.

2) Election of Officers.

T. Sigmund stated that he received two nominations: Kathryn Hasselblad for President and Jim Blumreich for Secretary, and Kathryn Hasselblad for President.

Motion #17-001

It was moved by Tumpach, seconded by Mainz, and unanimously agreed to keep the slate of officers the same for 2017.

3) Adopt retirement resolutions:

Commissioner Hasselblad read the retirement resolutions.

a) John Lagina

J. Czypinski stated that John Lagina was a Treatment Operator at NEW Water, the brand of the Green Bay Metropolitan Sewerage District, for 15 years prior to becoming the Computer Technician. John Lagina was a great asset to the organization, a good worker, and a nice guy.

b) Paul Willems

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B. Bartel stated Paul Willems previously worked at the De Pere Wastewater Treatment Facility. He stated when the two facilities merged, Paul Willems took on a leadership role in Treatment, and did a great job.

The Commission appreciates the work these two men have done, and hope they have a healthy retirement.

Motion #17-002

It was moved by Tumpach, seconded by Hoffmann, and unanimously agreed to adopt retirement resolutions for John Lagina and Paul Willems. (Resolutions #17-001 and #17-002 are on file at the NEW Water offices)

- 5) **Convene in closed session under State Statute 19.85 (1) (c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility:**
 - a) **Employment performance review**

Motion #17-003

It was moved by Tumpach, seconded by Mainz, and unanimously agreed to convene in closed session under State Statute 19.85 (1) (c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility.

- 6) **Reconvene in open session.**

Motion #17-004

It was moved by Mainz, seconded by Hoffmann, and unanimously agreed to reconvene in open session.

- 7) **Approval of minutes of Commission meeting held December 7, 2016.**

Motion #17-005

It was moved by Tumpach, seconded by Hoffmann, and unanimously agreed to approve the December 7, 2016 minutes as distributed.

- 9) **Request Commission approval to enter into an agreement with GHD Inc. for a Green Bay Facility Condition, Criticality, and Risk Assessment Project in the amount of \$451,948.**

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P. Smits reported NEW Water implemented a Risk Based Asset Management Program in 2011. In 2012 a detailed asset inventory, condition, criticality, and risk assessment was completed at the De Pere Facility. He stated NEW Water developed and implemented the use of a Business Case Analysis document for capital projects. In 2013 a condition assessment of lift and meter stations vertical assets was completed. In 2016 NEW Water launched Maximo, which had the ability to combine the functionality of maintenance management and risk-based management into one system. NEW Water is looking to complete an asset inventory, condition, criticality, and risk assessment for 2,500 – 3,000 assets at the Green Bay Facility. The project will take approximately 18 months to complete. He stated a request for proposals was sent out to three firms, and proposals were received from GHD Inc., CDM Smith, and WSP Parsons Brinckerhoff. He stated GHD provided the most thorough proposal, offered alternative project approaches, and fully understands the project scope. GHD is doing a similar project at the Madison Metropolitan Sewerage District.

Commissioner Hasselblad asked staff to provide an update on the project in six to nine months.

Motion #17-006

It was moved by Mainz, seconded by Tumpach, and unanimously agreed to enter into an agreement with GHD Inc. for a Green Bay Facility Condition, Criticality, and Risk Assessment Project in the amount of \$410,862 and a contingency of \$41,086 under the authority of the Executive Director for a total authorized amount of \$451,948.

10) Sewer plan approval:

a) Village of Pulaski Contract No. 5569-17-01; GBMSD Request 2017-01

B. Angoli stated the Village of Pulaski is requesting a sewer extension of 924 ft. of 10-inch PVC sanitary sewer located on Mountain Bay Road and 170 ft. of 8-inch PVC sanitary sewer on Street A off of Mountain Bay Road.

Motion #17-007

It was moved by Tumpach, seconded by Hoffmann, and unanimously agreed to approve the Village of Pulaski Contract No. 5569-17-01 sewer plan subject to favorable review by Brown County Planning and final approval by the Wisconsin Department of Natural Resources (WDNR).

Commissioners Mainz and Hoffmann disconnected at 9:28 a.m.

4) Introduce the new Public Affairs Specialist, April Pingel.

T. Garrison introduced the new Public Affairs Specialist, April Pingel.

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A. Pingel stated that she graduated from Ripon College. She previously worked at The Einstein Project, was an Insurance Agent, and a Marketing Coordinator at LaForce. She is looking forward to partnering with The Einstein Project in the future.

The Commission welcomed her.

8) November financials.

M. Diaz reported total operating revenues for the month of November were unfavorable to budget by 2%. Year to date total operating revenues were favorable to budget by \$1.4 million or 4%. Leading the favorable results were other revenues from septage from the three cheese facilities and user fees due to a wet spring and several rain events. She reported total operating expenses for the month of November were unfavorable to budget by 7%, and the leading expenses were from maintenance plant, contracted services, maintenance interceptors, and office related expenses. Year to date total operating expenses were favorable to budget by \$1.1 million or 6%. Leading the favorable results were contracted services, natural gas and fuel oil, salaries and benefits, and solid waste. Net income for the month of November was \$431,000.

11) Public Affairs & Education Department update.

T. Garrison gave an update on the efforts of the Public Affairs & Education Department in 2016, as follows:

- Telling the NEW Water Story
- Conveying the Value of Water
- Educating & Engaging Our Community
- Community Citizenship
- STEM Superheroes Summer Camp
- Convening for Water
- The Power of Partnerships
- Hosting Our Community
- Fostering Future Leaders
- Teamwork with Operations Division: Promoting the Youth Apprenticeship Program
- Informing Our Community
- Inside the Fence
- Celebrating Industry
- Commemorating Milestones
- Harnessing Video
- 2017: Onward! Protecting Our Most Valuable Resource, Water

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Commissioner Hasselblad commended the Public Affairs & Education Department for the work it has done. She stated NEW Water's communication has improved significantly over the last few years.

12) Update of projects:

a) Contract 34 Digestion and Solids Facility

B. Angoli reported Contract 34 is moving along. He stated placement of electrical conduit in the solids building, digester gallery, and biogas building continues. He stated there are no major issues. He stated there is one outstanding issue related to the sample valves that do not meet the American Iron and Steel Act. He stated if no sample valves can be found, NEW Water will submit a waiver request to the Environmental Protection Agency. He stated claim no. 4 was reviewed and a final cost of \$23,000 was agreed upon, and the claim was closed. He stated setting panels for the digester will begin around March 6, 2017, and the panels should be set by the middle of April, if all goes well.

13) Operation report:

a) Effluent quality for November and December

P. Wescott reported both facilities were in full compliance with effluent limits for the months of November and December. The De Pere Facility set new performance records for Total Phosphorus for average pounds discharged per day and total monthly pounds discharged.

b) Air quality for November and December

P. Wescott reported the Green Bay Facility was in compliance with air quality limits for the months of November and December. There were no events in November or December that would have resulted in a "Deviation Notification" to the WDNR.

14) Executive Director's report:

a) February Commission meeting

The February Commission meeting will be held Wednesday, February 22, 2017, beginning at 8:30 a.m.

b) Executive Director approved agreements

A list of agreements approved by the Executive Director was provided in the Commission packet.

c) Communications & Education Department name change

The Communications and Education Department name was modified to Public Affairs & Education Department, to better reflect the role of that department.

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d) Plan for conducting reserve workshop(s)

At the last meeting the Commission asked staff to provide a plan for addressing reserves. Staff will focus initially on the Rate Stabilization Reserve. Staff is working on the Interceptor Master Plan to plan for long-term expenditures associated with the Interceptor Cost Recovery Reserve. NEW Water is working with Nicolet Bank on its Investment Policy. Staff will schedule a workshop on the reserves the week of May 17, 2017.

e) Fund for Lake Michigan Grant – interseeder equipment

NEW Water received a \$70,000 grant from the Fund for Lake Michigan to purchase an interseeder. Brown County will manage the interseeder.

f) NACWA effluent quality awards update

At the end of 2016, NEW Water's Green Bay Facility has had 14 consecutive years of 100% effluent permit compliance, and the De Pere Facility has had five consecutive years of 100% effluent permit compliance. The De Pere Facility is now eligible for the Platinum award.

g) Staff promotions/position changes

NEW Water staff were promoted to new positions, as follows:

- Jake Becken – Interim Treatment Leader to Treatment Leader
- Casey Shaw – Lab Analyst I to Lab Analyst II
- Ashley Lloyd – LTE Operator to Lab Analyst I
- Erin Houghton – Water Resources Specialist to Watershed Specialist

Commissioner Hasselblad thanked staff for everything they do, and for a great 2016. She stated it is a pleasure to serve with you again.

There being no further business to come before the Commission, the meeting adjourned at 10:05 a.m.

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Secretary