

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

Regular meeting of the Commission held March 29, 2017.

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

**ALSO PRESENT:** T. Sigmund, P. Wescott, B. Hafs, P. Mentink, B. Angoli, M. Diaz, J. Klingbeil, B. Oldenburg, E. Houghton, J. Maas, P. Smits, T. Garrison, T. Brown, B. Vander Loop, J. Van Sistine, J. Smies–Legal Counsel; J. Logan–Fox River Fiber

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

**1) Safety moment.**

T. Sigmund stated a list of items that should be considered in a basic emergency supply kit was included in the Commission packet.

**2) Approval of minutes of Commission meeting held February 20, 2017.**

**Motion #17-015**

It was moved by Mainz, seconded by Blumreich, and unanimously agreed to approve the February 20, 2017 minutes as distributed.

**3) January and February financials.**

M. Diaz reported total operating revenues for the month of January were favorable to budget by \$141,000. She stated total operating expenses for the month of January were favorable to budget by \$229,000. Leading the favorable results from less expenditures than budgeted were salaries and benefits, contracted services, and chemicals. Net income for the month of January was \$447,000.

Commissioner Hasselblad asked about the eight unfilled positions. T. Brown replied staff is working towards filling those positions. She stated the new Water Resources Specialist starts April 3, 2017, and an announcement on the new Laboratory & Research Manager will be issued soon.

Commissioner Hasselblad asked if staff is having any issues filling the positions. T. Brown replied no.

Commissioner Hasselblad asked if NEW Water, the brand of the Green Bay Metropolitan Sewerage District, considers internal and external candidates for open positions. T. Brown replied for most positions yes.

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M. Diaz reported total operating revenues for the month of February were favorable to budget by \$204,000 or 7%. For the first two months, total operating revenues were favorable to budget by 6%, and leading the favorable results were more precipitation received and other revenues from septage from the three cheese facilities. She stated total operating expenses for the month of February were favorable to budget by 6%. For the first two months, total operating expenses were favorable to budget by \$333,000. Leading the favorable results from less expenditures than budgeted were salaries and benefits, natural gas and fuel oil, office related expenses, and contracted services. Net income for the month of February was \$424,000.

- 4) **Request Commission approval to enter into a contractual agreement with Short Elliot Hendrickson to provide engineering services to complete the design of the recommended alternative as presented in the Engineering Study Report and to provide assistance during the bidding of the construction project in the amount of \$327,751.**

P. Mentink reported last year NEW Water staff had some concerns about the electrical distribution system at the De Pere Facility (DPF) due to the age of the system. NEW Water retained Short Elliot Hendrickson Inc. (SEH) to conduct a study of the existing electrical gear and distribution system. SEH completed the study in January 2017, which recommended replacing the electrical distribution equipment and wiring and to provide backup electrical power to the DPF. NEW Water staff is recommending award to SEH to provide engineering services for the next phase of the project to complete the design of the recommended alternatives. He stated the new onsite generators will be natural gas instead of diesel to reduce costs, and will have enough capacity to run the entire DPF in the event of an electrical power outage.

Commissioner Blumreich asked staff to consider increasing the indemnification liability insurance in future contracts.

Commissioner Hasselblad asked if staff was concerned about a conflict of interest with SEH conducting the study and completed the design phase. P. Mentink replied no. He stated SEH is familiar with the facility and has been very responsive to NEW Water.

Commissioner Mainz asked if SEH has done this type of work before. P. Mentink replied yes.

#### **Motion #17-016**

It was moved by Mainz, seconded by Blumreich, and unanimously agreed to enter into a contractual agreement with SEH to provide professional engineering services to complete the design of the recommended alternative as presented in the Engineering Study Report and to provide assistance during the bidding of the construction project in the amount of \$297,951 and a 10% contingency of \$29,800 under the authority of the Executive Director for a total authorized amount of \$327,751.

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**5) Request Commission approval to enter into a contractual agreement with Quality Lockout to provide the R2E2 equipment lockout/tagout procedures in the amount of \$227,500.**

B. Angoli reported the lockout/tagout procedures guide staff on how to safely start up and shut down equipment for service or maintenance. He stated there are lockout/tagout procedures for the existing plant, and procedures need to be developed for the R2E2 Project. NEW Water worked with Bay Environmental Strategies and Quality Lockout on a pilot project. He stated both firms performed good work. Staff reviewed the work and cost proposals from each firm, and determined Quality Lockout would be the firm moving forward on this project. NEW Water staff and Quality Lockout negotiated the scope of work, schedule, and costs for the work requested. He stated Quality Lockout will provide NEW Water with a draft document to review prior to finalizing the document.

Commissioner Mainz asked why NEW Water did not request a bid from both firms. B. Angoli replied that with the limited timeline, Quality Lockout would provide the expertise required and meet the timeline for this project. He stated Bay Environmental Strategies performs this type of work as a side job.

Commissioner Mainz asked if legal counsel has reviewed this contract. B. Angoli replied yes.

T. Sigmund stated this item will be capitalized as part of the R2E2 Project.

**Motion #17-017**

It was moved by Hoffmann, seconded by Blumreich, and unanimously agreed to enter into a contractual agreement with Quality Lockout to provide the R2E2 equipment lockout/tagout procedures in the amount of \$206,800 and a 10% contingency of \$20,700 under the authority of the Executive Director for a total amount of \$227,500.

**6) Sewer plan approvals:**

**a) City of De Pere Project No. 17-02; GBMSD Request 2017-07**

B. Angoli stated the City of De Pere is requesting to relocate 605 ft. of 8-inch PVC sanitary sewer located on North Huron Street heading south from Ridgeway Blvd. He stated flow would be tributary to NEW Water's Northeast Interceptor.

**b) Town of Lawrence Project No. V-9516; GBMSD Request 2017-08**

B. Angoli stated the Town of Lawrence is requesting 2,564 ft. of 8-inch PVC sanitary sewer on Applewood Drive, 944 ft. of 8-inch PVC sanitary sewer along Cider Drive, and 693 ft. of 8-inch PVC sanitary sewer along Nutmeg Drive. He stated flow would be tributary to NEW Water's Ashwaubenon Creek Interceptor.

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#### c) **City of Green Bay 2017 Capital Projects; GBMSD Request 2017-09**

B. Angoli stated last month the City of Green Bay requested approval of its 2017 Capital Projects, and this request is for an additional replacement of 198 ft. of 8-inch PVC sanitary sewer along South Madison Street. He stated flow would be tributary to NEW Water's East Fox River Interceptor.

#### **Motion #17-018**

It was moved by Blumreich, seconded by Hoffmann, and unanimously agreed to approve the City of De Pere, Town of Lawrence, and City of Green Bay sewer plans subject to favorable review by Brown County Planning and final approval by the Wisconsin Department of Natural Resources (WDNR).

#### 7) **2016 year-end safety statistics update.**

J. Klingbeil reported NEW Water continues to make good progress with employees' safety goals. NEW Water staff has implemented an I-safety program, which allows staff to easily submit near misses and recognized hazard reporting electronically. He stated the number of forms submitted have increased for 2017. He stated a new category called "recognized hazards" was developed to capture issues before they become near misses. He stated the total recordable incident rate industry average for public sewerage treatment facilities is 7.1, and 4.1 for private sewerage treatment facilities according to the U.S. Bureau of Labor Statistics 2015. For 2016, NEW Water's recordable incident rate was 3.23 and lost time incident rate was 1.07. NEW Water's DART rate for 2015 was 1.07. NEW Water currently has zero recordable injuries with 100 days in. He stated NEW Water's workers compensation cost is comparable to Madison Metropolitan Sewerage District.

Commissioner Hasselblad stated other companies look at prevention methods for vehicle accidents they do not cause, and asked if NEW Water does this. J. Klingbeil stated NEW Water does look at corrective action. P. Wescott added that NEW Water has standardized vehicle awareness lighting for use in the roadway and provides employees with defensive driving training.

Commissioner Mainz asked if NEW Water's statistics include contractors. J. Klingbeil replied no. He stated a contractor has had one recordable incident with the R2E2 Project.

Commissioner Hasselblad congratulated staff on receiving the George W. Burke Safety Award.

#### 8) **2016 enforcement summary and pretreatment update.**

B. Oldenburg reported there were no Notices of Noncompliance or Notices of Violation for the second half of 2016. He stated there were six significant industrial users (SIUs) that were in Significant Noncompliance in 2016. As required, the SIUs will be published in the Green Bay Press-Gazette. The SIUs are either back in compliance or working diligently to correct the issue.

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Commissioner Hasselblad stated the SIUs are heading in the right direction, and thanked Bill Oldenburg for the work that he does with the SIUs.

#### 9) 2016 Industrial Achievement Awards.

B. Oldenburg stated this is the sixth year for the Industrial Achievement Awards, and the second year for the Platinum Award. He stated there were 53 SIUs in the program for 2016. He stated changes were made to the program and now the SIUs have two experts at NEW Water to contact. He acknowledged the Field Services Technicians for the success of this program. He stated 36 SIUs have qualified for an award and will receive certificates. He stated an ad will be published in the newspaper recognizing the SIUs.

#### 10) Update of projects:

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

B. Angoli stated a meeting is held every Thursday to go over the project schedule. He stated Milestone 4 Solids Facility is 14 days behind schedule, and Milestone 5 Digestion and Biogas System is 23 days behind schedule. He stated the project schedule will be reviewed again tomorrow.

Commissioner Blumreich asked what the impact is for missing a milestone. B. Angoli replied liquidated damages could be imposed on the contractor.

B. Angoli reported to date the total for work completed and stored material on the R2E2 Project is 57% complete. He stated work on the underground biogas piping along the south side of the solids building and the soil removal for the ash dewatering tanks is ahead of schedule. Installation of process piping, pumps, heat exchangers, and HVAC equipment is being installed in the digester gallery and digester day tank area. Installation of electrical conduit, process piping, and mechanical equipment in the biogas building continues. The contractor continues installation of conduit, wiring, process piping, and HVAC duct work throughout the solids building. He stated 14 change orders have been processed, and the engineer is working on Change Order 15. NEW Water staff reviews all change orders.

B. Angoli reported the contractor has submitted a delay claim due to the Fault Current Study and the design revisions required to the MCCs delayed the fabrication of the equipment. The contractor is working with its suppliers to provide letters explaining the reasoning for supplying non-American flanges and tees. He reported Multiform Harvest has proposed a modification to its process to enhance performance. The engineer, NEW Water staff, and NEW Water legal counsel are evaluating patent infringement implications. He stated Suez has been working with the engineer and NEW Water staff to evaluate safety aspects of the granular activated carbon absorber system. Recent thermal excursion events at two similar facilities has led Suez to review its equipment, control systems, and operation protocols. Suez, the engineer, and NEW Water staff are working to identify necessary changes to ensure a safe, reliable system operation.

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**11) Operation report:**

**a) Effluent quality for February**

P. Wescott reported both facilities were in compliance with effluent limits for the month of February.

**a) Air quality for February**

P. Wescott reported the Green Bay Facility was in compliance with air quality limits for the month of February.

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

**a) April Commission meeting**

The April Commission meeting will be held Wednesday, April 26, 2017, beginning at 8:30 a.m. Commissioner Hasselblad will not be available for this meeting.

**b) 2017 Whole Effluent Toxicity testing results**

A summary of the 2017 Whole Effluent Toxicity testing was provided in the Commission packet. E. Houghton stated the Green Bay Facility's testing results had good growth and survivability, but the DPF did not meet the growth rates required. She contacted other organizations and the DNR to discuss possible issues. NEW Water must retest twice with successful results within 90 days of its failure. Retesting at the DPF will be conducted this week. The second test will be scheduled upon receiving the results of the first test.

Commissioner Mainz asked what the growth rate requirement is. E. Houghton replied the complex calculation needs to be one. The equation is identified in the methods manual for the certified labs and is roughly a combo between ratio and rate of growth in the various concentrations of our effluent.

**c) 2017 George W. Burke Safety Award**

The George W. Burke Safety Award is presented to a facility across Illinois, Wisconsin, and Minnesota. NEW Water was selected for the 2017 George W. Burke Safety Award and will receive the award in May.

**d) World Water Day summary**

The fourth annual World Water Day celebration was held in conjunction with the Green Bay Water Utility at the Jack Day Center. A five day old calf was present at the celebration. Brickstead Dairy was honored as the 2017 NEW Watershed Champion. Brickstead Dairy works very diligently in Brown County, and applies no-till planting and planting cover crops to keep the soil and nutrients on the land opposed to letting them wash away into the waterways.

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**e) World Water Day in Washington, D.C.**

Tom Sigmund attended the National Association of Clean Water Agencies (NACWA) Water Week 2017 in Washington, D.C. He met with Senator Baldwin's staff and Congressman Gallagher.

**f) National Nutrient Summit**

Tom Sigmund and Bill Hafs attended the NACWA National Nutrient Summit on March 23, 2017 in Washington, D.C. The summit brought together wastewater treatment facilities from across the United States and representatives of agricultural organizations to facilitate a discussion on watershed collaboration, nonpoint incentives programs, and setting and achieving water quality goals and priorities.

**g) Staff promotions/position changes**

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

- Matt Schmitt – Field Services Technician to Operations Trainer
- Jacob Kehring – Treatment Operator to Interim Treatment Leader

Commissioner Hasselblad asked about the status of the Great Lakes Restoration Initiative (GLRI) funding. B. Hafs replied that the administration proposal is to reduce the GLRI funding from \$300M per year to \$10M per year. He was invited to Great Lakes Day held on March 15, 2017 in Washington D.C. by Healing Our Waters – Great Lakes Coalition and National Wildlife Federation to speak about benefits of GLRI funding including Silver Creek, economic development, and water quality. He met with Jon Pawlow, Senior Counsel for Subcommittee on Water Resources and Environment to discuss benefits of GLRI funding and ask for continued funding.

Commissioner Hasselblad stated the GLRI funding is very important to Great Lakes water quality.

There being no further business to come before the Commission, the meeting adjourned at 9:35 a.m.

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Secretary