

GREEN BAY METROPOLITAN SEWERAGE DISTRICT
PROCEEDINGS OF THE COMMISSION

Regular meeting of the Commission held June 28, 2017.

PRESENT: Commissioners Hasselblad, Blumreich, Mainz, and Hoffmann

EXCUSED: Commissioner Tumpach

ALSO PRESENT: T. Sigmund, P. Wescott, N. Qualls, B. Hafs, M. Diaz, B. Angoli, L. Sarau, P. Mentink, T. Brown, B. Bartel, T. Bolwerk, R. Kohler, B. Vander Loop, S. Thieszen, J. Smudde, J. Czypinski, P. Smits, T. Garrison, B. Oldenburg, J. Van Sistine; J. Nicks–Legal Counsel

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

1) Safety Moment.

T. Sigmund provided some safety awareness on chain saws.

2) Introduce new employees:

B. Bartel introduced Tyler Bolwerk and Ryne Kohler, who began their employment at NEW Water, the brand of the Green Bay Metropolitan Sewerage District, in May 2017 as limited term Wastewater Treatment Plant Operators.

a) Tyler Bolwerk, LTE Wastewater Treatment Plant (WWTP) Operator

T. Bolwerk stated that he grew up in Kimberly, and attended Fox Valley Technical College in Appleton where he received his Associate's Degree in the field of Natural Resources. He is very grateful to be here and have the opportunity to learn and develop his skills.

b) Ryne Kohler, LTE WWTP Operator

R. Kohler stated that he grew up in Green Bay, and attended Northeast Wisconsin Technical College where he received his Associate's Degree in Environmental Engineering – Waste and Water Technology. He is happy to be here.

c) Sharon Thieszen, Pretreatment Program Coordinator

B. Vander Loop introduced Sharon Thieszen, who came to NEW Water from the City of Sheboygan Wastewater Treatment Facility where she held the roles of Pretreatment Coordinator and most recently Superintendent of the plant. She is currently the President of the Wisconsin Wastewater Operators Association.

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S. Thieszen stated that she grew up in Kansas and received her Bachelor's Degree from Bethel College, with majors in Natural Science and Environmental Studies. She worked 17 years at the North Shore Water Reclamation District in Gurnee, IL, and was the Pretreatment Coordinator and Superintendent at the Sheboygan Regional Wastewater Treatment Facility. She is excited to be here.

The Commission welcomed them.

3) Approval of minutes of Commission meetings held May 18 and 25, 2017.

Motion #17-029

It was moved by Mainz, seconded by Hoffmann, and unanimously agreed to approve the May 18 and 25, 2017 minutes as distributed.

4) May financials.

M. Diaz reported total operating revenues for the month of May were favorable to budget by 9%. Year to date total operating revenues were favorable to budget by 8%. Leading the favorable results were hauled waste revenues from the three cheese facilities which represent 47% from total favorable operating revenues, and user fees from more precipitation received than budgeted. She stated total operating expenses for the month of May were unfavorable to budget by less than 1%. Year to date total operating expenses were favorable to budget by 8%. Leading the favorable results compared to budget were contracted services from environmental and engineering projects not yet started and timing of billing versus budget, salaries & benefits from six unfilled positions as of May and workers compensation refund for a lower mod factor and a credit totaling (\$43,000), and maintenance – plant from some projects not yet started. Net income for the month of May was \$489,000.

5) Approve Resolution for acceptance of the Compliance Maintenance Annual Report for 2016 for the Green Bay Facility.

6) Approve Resolution for acceptance of the Compliance Maintenance Annual Report for 2016 for the De Pere Facility.

B. Oldenburg reported the Green Bay and De Pere Facilities received grade point averages of 4.00 for their Compliance Maintenance Annual Reports for 2016. He stated this year the Department of Natural Resources (DNR) requested some information on energy usage.

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Motion #17-030

It was moved by Blumreich, seconded by Mainz, and unanimously agreed to approve resolutions for acceptance of the 2016 Compliance Maintenance Annual Reports for the Green Bay and De Pere Facilities. (Resolutions #17-003 and #17-004 are on file at the NEW Water offices)

- 7) **Request Commission approval to change the part-time Payroll/Human Resources Specialist position to a full-time Human Resources/Payroll Specialist position effective immediately, the associated revision to the organizational chart, and to include the full-time position in the 2018 salary budget.**

T. Brown stated that she is looking to increase the current 0.4 part-time Payroll/Human Resources (HR) Specialist position by 0.6 to a full time position. In January 2015 the Commission approved the part-time position. Since that time the needs of the HR Department have grown in the areas of recruitment, benefits administration, and project work. She stated the results of the 2016 employee engagement survey identified the need to look further at employee engagement and organizational culture. NEW Water's Strategic Plan has been amended to include enhance employee culture and improve employee satisfaction, which will be a continued focus of HR staff. She reviewed the status of recruitments, workforce eligibility for retirement, and historical data from employment separations other than retirement. The HR Manager position was also added to the Executive Team in December 2016, which has added additional responsibilities to that position.

T. Brown summarized the expanded responsibilities of the full time position if approved, and the focus of the HR Manager. She stated the net increase to the 2018 budget is estimated to be \$25,336. Staff recommends to immediately modify the organizational chart to change the part-time Payroll/HR Specialist position to a full-time HR/Payroll Specialist position and to promptly begin recruitment activities with the intention of filling the position as soon as possible. Staff also recommends to include the full-time position in the 2018 salary budget.

Commissioner Hasselblad asked HR to provide the Commission with a brief overview as to why employees have left NEW Water over the last couple of years.

Commissioner Blumreich stated segregation of duties is difficult in a small department. He stated if this request is approved, he would welcome a greater segregation of duties in payroll.

Motion #17-031

It was moved by Hoffmann, seconded by Blumreich, and unanimously agreed to change the part-time Payroll/HR Specialist position to a full-time HR/Payroll Specialist position effective immediately, the associated revision to the organizational chart, and to include the full-time position in the 2018 salary budget. (See Commission File #17-001)

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- 8) **Request Commission approval to enter into the Swan Road Extension Agreement 2017 with the City of De Pere, Town of Ledgeview, and Ledgeview Sanitary District No. 2, and to authorize the Executive Director to sign the agreement.**

L. Sarau stated the Swan Road Interceptor was extended this year to accommodate future development in NEW Water's southern service area and to relieve the 8-inch Town of Ledgeview sanitary sewer that the Trailside Estates Subdivision had previously discharged into. The Swan Road Extension Agreement describes customer allocations in the extension and downstream sewers and customer payments for those allocations. The Agreement has been approved, reviewed, and signed by the City of De Pere, Town of Ledgeview, and the Ledgeview Sanitary District No. 2. She requested Commission approval to enter into the Swan Road Extension Agreement 2017 and to authorize the Executive Director to sign the agreement.

Commissioner Hasselblad asked if the customer payment requirements are consistent with past practices. L. Sarau replied it is consistent to a point. NEW Water did something a little different because of capacity issues in the downstream Charles Street Interceptor. Staff is concerned with adding capacity to the Swan Road Interceptor with the Charles Street Interceptor needing upsizing. NEW Water is going to defer payment for the capacity to limit the stress on the downstream sewer until the Charles Street Interceptor is upsized.

Motion #17-032

It was moved by Mainz, seconded by Blumreich, and unanimously agreed to enter into the Swan Road Extension Agreement 2017 with the City of De Pere, Town of Ledgeview, and Ledgeview Sanitary District No. 2, and to authorize the Executive Director to sign the agreement.

- 9) **Request Commission approval to enter into an agreement with Donohue & Associates for design of the Charles Street Interceptor Improvements Project in the amount of \$150,357.**

L. Sarau stated the Charles Street Interceptor has had some capacity issues, specifically with the December 2015 wet weather event. The City of De Pere plans to reconstruct Charles Street in 2018 and NEW Water would like to coordinate the two projects. Request for proposals (RFP) were sent out to secure an engineering consultant for the design and bidding services for the Charles Street Interceptor Improvements Project. The RFP was sent to five consulting firms, and one proposal was received. The new hydraulic model will be used for this project, which some of the consultants felt that without experience with that model they could not provide NEW Water with the service it is looking for. One consultant indicated that it did not have the staff to devote to the project at this time. A consultant selection team reviewed the proposal for project team and firm qualifications, project scope and approach, and cost.

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L. Sarau requested Commission approval to enter into an agreement with Donohue and Associates for the design of the Charles Street Interceptor Improvements Project in the amount of \$136,688 and a 10% contingency for a total authorized amount of \$150,357 to be administered under the authority of the Executive Director.

Commissioner Hasselblad asked staff how they know Donohue's bid is a fair price without a competitive bid process. L. Sarau replied that staff looked at the rates being charged for each task for the different work items, and reviewed the level of effort and amount of hours of the individuals performing the work to make sure it is reasonable.

Motion #17-033

It was moved by Blumreich, seconded by Mainz, and unanimously agreed to enter into an agreement with Donohue & Associates for design of the Charles Street Interceptor Improvements Project in the amount of \$136,688 and a 10% contingency of \$13,669 to be administered under the authority of the Executive Director for a total authorized amount of \$150,357.

- 10) **Request Commission approval of the Resolution Declaring Official Intent to Reimburse Expenditures from Proceeds of Borrowing for the De Pere Facility Electrical Distribution and Emergency Generator Project in the amount of \$5,500,000.**

P. Mentink reported a study was completed on the De Pere Facility electrical system to identify any weak points and to propose alternatives. NEW Water contracted with Short Elliot Hendrickson Inc. (SEH) to enter into the design of the recommended alternative. Staff anticipates design to be completed by the end of 2017, and move into construction in 2018. NEW Water intends to apply for a Clean Water Fund loan for this project. He requested Commission approval of the resolution to reimburse NEW Water for any out-of-pocket costs associated with this project.

Motion #17-034

It was moved by Blumreich, seconded by Hoffmann, and unanimously agreed to approve Resolution Declaring Official Intent to Reimburse Expenditures from Proceeds of Borrowing for the De Pere Facility Electrical Distribution and Emergency Generator Project in the amount of \$5,500,000. (Resolution #17-005 is on file at the NEW Water offices)

- 11) **Request Commission approval of Contract 34 Digestion and Solids Facility Change Order No. 18 in the amount of \$190,903.61.**

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B. Angoli stated Commission approval is required for all change orders over \$100,000. He review the major changes:

- Plumbing Permit and Piping Material
- Third Floor Electrical, Communication and Lighting Modifications
- Biogas Transition Fitting
- Thickening Centrifuge

Commissioner Mainz asked if NEW Water's design engineer was a registered professional engineer if they signed and stamped drawings for this contract. B. Angoli replied yes.

Commissioner Hasselblad asked if the design engineer should have caught some of these changes early on in the project. B. Angoli replied staff is putting together a list of all changes and breaking them down by who is responsible for the change request. This breakdown will be reviewed at the end of the project.

Motion #17-035

It was moved by Mainz, seconded by Hoffmann, and unanimously agreed to approve Contract 34 Digestion and Solids Facility Change Order No. 18 in the amount of \$190,903.61.

- 12) **Request Commission approval for the Executive Director to execute time-and-materials work change directive no. 107 for the Nutrient Recovery System Process Piping Modifications as part of the R2E2 Project at a cost not to exceed \$275,000.**

B. Angoli reported the City of West Boise has a similar nutrient recovery system in place and it has been in operation for five years. West Boise found through a full scale operation that routing the digested solids centrate to combine with the phosphorus released waste activated sludge resulted in several process benefits. NEW Water staff feels the Nutrient Recovery System Process Piping Modifications is needed for optimal performance and provide some cost savings.

Commissioner Blumreich asked if there are any patent issues. J. Nicks from Godfrey & Kahn replied no.

Motion #17-036

It was moved by Mainz, seconded by Blumreich, and unanimously agreed to approve the Executive Director to execute time-and-materials work change directive no. 107 for the Nutrient Recovery System Process Piping Modifications as part of the R2E2 Project Contract 34 at a cost not to exceed \$275,000.

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13) Update of projects:

a) Contract 34 Digestion and Solids Facility

B. Angoli reported the R2E2 Project is behind schedule for Milestones Nos. 4 and 5 by 23 and 31 days respectively. In weekly schedule meetings the contractor and engineer are reviewing ways to reduce negative float. The contractor will be finishing up winding of Digester No. 2 this week, and Digester No. 1 should be completed by July 7, 2017. Shotcreting should be completed by July 14, 2017. Delays in Milestone No. 4 have been caused by issues with the fluid bed incinerator motor control center equipment. NEW Water is working through the American Iron and Steel issue with the contractor. NEW Water staff is reviewing options with legal counsel, Multiform Harvest, and the engineer on how to proceed with the request for additional money. NEW Water and the engineer are reviewing recommendations provided in the HAZOP study on the granular activated carbon absorber system.

Commissioner Hasselblad asked staff at the end of the R2E2 Project to capture what are the takeaways from this project. What has staff learned from the project, what would have helped this project along, and what would staff share with other utilities. B. Angoli stated that staff will put together a list of lessons learned for the project. He stated the working relationship continues to be good between the contractor, engineer, and staff.

14) Operation report:

a) Effluent quality for May

P. Wescott reported both facilities were in compliance with effluent limits for the month of May. The Green Bay Facility tied performance records for Ammonia for average daily concentration and average pounds discharged per day.

b) Air quality for May

P. Wescott reported the Green Bay Facility was in compliance with air quality limits for the month of May. There were no events during the month that would have resulted in "Deviation Notification" submittals to the WDNR.

15) Executive Director's report:

a) July Commission meeting

The July Commission meeting will be held Thursday, July 27, 2017, beginning at 8:30 a.m.

b) Joe Watson promoted to WWTP Operator

Joe Watson has been promoted from WWTP Operator-in-Training to WWTP Operator on June 18, 2017.

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c) **NEW Water Culture**

NEW Water recently revised its statement of Workplace Culture to include the following four attributes:

- **Safety** is our most important value
- We **Respect** and value diverse individuals and perspectives
- One **Team** that communicates openly and honestly while encouraging and supporting one another in achieving common goals
- Leaders in the **Environment** always looking beyond compliance

The Attributes of NEW Water Culture was provided in the Commission packet, as well as some examples. The attributes were rolled out to staff during two employee briefings and an all employee email. NEW Water will continue to reinforce this culture through communications to staff from the Executive Director and Managers.

Commissioner Hasselblad commented on the statement "investment in the safety of an individual as much as the facility." She would argue the individual always has priority over the facility because it is human life.

d) **NEW Water donates agricultural InterSeeder to Brown County**

NEW Water received a grant to purchase an interseeder, which was donated to Brown County. It was well received and benefits from the interseeder will be seen immediately.

e) **Industrial Forcemain update**

There was a leak in the industrial forcemain a few weeks ago. Staff is investigating the incident. The failed joint was removed and NEW Water retained SEH to examine the joint for cause of failure. This joint had previously been excavated and the bolts replaced under the Wiss, Janney, Elstner Associates, Inc. investigation.

Commissioner Hasselblad asked if NEW Water has any statement that is handed out or asked of respective employees to initial indicating its position of zero tolerance for bigotry, racism, misogamy, and gender diversity. T. Brown replied NEW Water does not have anything in place at this time; however, staff will be looking to incorporate something into its employee handbook and new employee orientation process.

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There being no further business to come before the Commission, the meeting adjourned at 9:46 a.m.

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Secretary