

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

Regular meeting of the Commission held December 6, 2017.

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

**ALSO PRESENT:** T. Sigmund, P. Wescott, N. Qualls, B. Hafs, B. Vander Loop, T. Brown, M. Diaz, B. Angoli, J. Smudde, P. Mentink, B. Oldenburg, B. Bartel, J. Cypinski, P. Smits, T. Garrison, J. Maas, S. Thieszen, A. Weissbach, J. Van Sistine; J. Nicks–Legal Counsel; S. Dettmann–Carlson Dettmann Consulting LLC; B. Brown–CH2M; C. Berndt–Village of Allouez

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

Commissioner Hasselblad acknowledged the amount of time and effort that staff puts forth in preparing for Commission meetings is immeasurable. Thank you.

**1) Safety moment.**

T. Sigmund shared information on NEW Water’s, the brand of the Green Bay Metropolitan Sewerage District, safety leading indicators for near miss and recognized hazards reporting from 2014 – 2017.

Commissioner Hasselblad stated near miss and recognized hazards reporting have increased the sensitivity to safety.

**2) Budget hearing.**

T. Sigmund reviewed the proposed 2018 budget, as follows:

- 2018 Proposed Expenses
- 2018 O&M Expenses
- 2018 Revenues
- 2018 Municipal Rate
- 2018 Budget Summary
- Next Steps

T. Sigmund stated the budget was duly noticed in the newspaper on November 20, 2017. NEW Water received one written comment from the Village of Allouez (Allouez). Copies of the letter were provided in the October and December Commission packets. Craig Berndt from Allouez provided comments at the October meeting. NEW Water also provided how its salaries and benefits are calculated to Allouez, as requested. He stated the 2018 proposed budget is a reasonable balance of spending and obligations, and respectfully submits it for approval.

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Commissioner Hasselblad asked if Commissioners had any questions regarding the proposed budget. Hearing none, she asked if there was anyone that would like to speak regarding the budget. She asked for any other comments. Hearing none, the public hearing closed at 8:40 a.m.

#### 3) Budget adoption.

##### Motion #17-060

It was moved by Mainz, seconded by Blumreich, and unanimously agreed to adopt the 2018 budget as published.

#### 4) Convene in closed session under State Statute 19.85 (1) (g) for the purpose of conferring with legal counsel for the Commission who is rendering oral or written advice concerning strategy to be adopted by the Commission with respect to litigation in which it is or is likely to become involved, and under 19.85 (1) (c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility:

- a) Litigation involving industrial and interplant forcemains
- b) Employment performance review for Executive Team

##### Motion #17-061

It was moved by Blumreich, seconded by Tumpach, and unanimously agreed to convene in closed session under State Statute 19.85 (1) (g) for the purpose of conferring with legal counsel for the Commission who is rendering oral or written advice concerning strategy to be adopted by the Commission with respect to litigation in which it is or is likely to become involved, and under 19.85 (1) (c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

#### 5) Reconvene in open session.

##### Motion #17-062

It was moved by Blumreich, seconded by Tumpach, and unanimously agreed to reconvene in open session.

#### 6) Approval of minutes of Commission meeting held October 26, 2017.

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#### **Motion #17-063**

It was moved by Mainz, seconded by Tumpach, and unanimously agreed to approve the October 26, 2017 minutes as distributed.

#### **7) Election of Officers.**

T. Sigmund stated that he received one nomination for two positions: Kathryn Hasselblad for President and Jim Blumreich for Secretary.

#### **Motion #17-064**

It was moved by Hoffmann, seconded by Tumpach, and unanimously agreed to keep the slate of officers the same for 2018.

#### **8) October financials.**

M. Diaz reported total operating revenues for the month of October were favorable to budget by 7%. Year to date total operating revenues were favorable to budget by \$2,700,000. Leading the favorable results were hauled waste revenues, which represent 51% of total favorable operating revenues, and more precipitation received. Total operating expenses for the month of October were favorable to budget by \$143,000 or 9% due to less expenditures from salaries & benefits, contracted services, and power. Year to date total operating expenses were favorable to budget by \$1,200,000 or 7%. Leading the favorable results were less expenditures from contracted services, salaries & benefits, natural gas & fuel oil, and maintenance – plant. Net income for the month of October was \$638,000.

#### **9) Request Commission approval of the Resolution concerning billing methodology assignment of fixed units pursuant to Section 9.20 of the Green Bay Metropolitan Sewerage District Sewer Use Ordinance.**

B. Oldenburg stated NEW Water's current billing methodology requires yearly recalculation of fixed units to unmetered and unsampled sewer service areas. In 2009 through 2015 NEW Water used its old billing methodology. NEW Water's Sewer Use Ordinance requires Commission approval by resolution. In the future NEW Water intends to make this part of its budget process.

Commissioner Mainz asked what do NEW Water customers think about the yearly recalculation. B. Oldenburg replied NEW Water customers asked that these units are reviewed annually, and they have been informed of the changes for 2018.

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#### Motion #17-065

It was moved by Mainz, seconded by Hoffmann, and unanimously agreed to approve the Resolution concerning billing methodology assignment of fixed units pursuant to Section 9.20 of the Green Bay Metropolitan Sewerage District Sewer Use Ordinance. (Resolution #17-006 is on file at the NEW Water offices)

#### 10) **Presentation on the 2017 Silver Creek Watershed Project.**

J. Smudde gave an update on the 2017 Silver Creek Watershed Project, as follows:

- Success in 2017
- Outreach Events
- Cover Crop Interseeder
- Wetland Restoration Projects
- Timeline of Grassed Waterway Project
- Grazing Establishment and Monitoring
- Water and Sediment Control Basins (WASCOB)
- Silver Creek – Water Quality Data
- 2017....By the Numbers
- Next Steps
- Questions

Commissioner Mainz asked at some point will staff let the Commission know how much this is going to cost year by year as it goes into the budget. J. Smudde replied staff will provide that information on Silver Creek and a full scale Adaptive Management Plan.

#### 11) **Request Commission approval of Amendment No. 7 to the Agreement for the Design and Implementation of an Adaptive Management Pilot Project for the Silver Creek Watershed in the amount of \$556,700.**

J. Smudde stated that he just provided a summary of the Silver Creek Watershed Project for 2017. The memo in the Commission packet explains Amendment No. 7 to the scope of work with CH2M. The amendment builds upon the Silver Creek Pilot Project tasks and to advance work towards a full scale Adaptive Management Program. Work will continue in Silver Creek and information will be gathered to help NEW Water hit the ground running in 2019 when its permit will be renewed. The work included in this amendment will help continue the success in the Pilot Project and support the work for the Preliminary Compliance Plan, as well as Adaptive Management. NEW Water received a grant from the Great Lakes Restoration Initiative (GLRI) to cover \$142,178 of this contract. The total amount of GLRI funding in 2018 toward the Silver Creek Project is \$378,609.

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Commissioner Meinz asked if this project is in the budget. T. Sigmund replied yes.

Commissioner Hoffmann asked how does staff know these numbers are competitive. J. Smudde replied NEW Water refines its budget and scope each year. The intent of this scope is to continue with the Silver Creek Project and explore full scale Adaptive Management. Requests for proposal will be issued beyond this point.

#### **Motion #17-066**

It was moved by Meinz, seconded by Hoffmann, and unanimously agreed to approve Amendment No. 7 to the Agreement for the Design and Implementation of an Adaptive Management Pilot Project for the Silver Creek Watershed in the amount of \$506,122 and a contingency of \$50,578 under the authority of the Executive Director for a total authorization of \$556,700.

#### **12) Sewer plan approvals:**

##### **a) Village of Ashwaubenon Project #A0017-9-17-00804; GBMSD Request 2017-20**

B. Angoli reported the Village of Ashwaubenon is requesting 297 ft. of 8-inch PVC sanitary sewer on Sand Acres Drive. Flow would be tributary to NEW Water's Ashwaubenon Creek interceptor.

##### **b) Village of Bellevue Contract 4329-17-05; GBMSD Request 2017-21**

B. Angoli reported the Village of Bellevue is requesting 621 ft. of 8-inch PVC sanitary sewer along Meadowland Court and 1,329 ft. of 8-inch sanitary sewer along Enchanted Court. He stated flow would be tributary to NEW Water's East Tower Drive interceptor.

#### **Motion #17-067**

It was moved by Blumreich, seconded by Hoffmann, and unanimously agreed to approve the Village of Ashwaubenon Project #A0017-9-17-00804 and Village of Bellevue Contract 4329-17-05 sewer plans subject to favorable review by Brown County Planning and final approval by the Wisconsin Department of Natural Resources (WDNR).

#### **13) Preliminary Compliance Alternatives Plan project update.**

P. Mentink reported since June 2017, NEW Water has been working with CH2M on preparing a Preliminary Compliance Alternatives Plan (PCAP) to be submitted to the WDNR. He stated very good progress has been made with the team. One of the first steps was to look at flow projections, efficiency of NEW Water's treatment process, and define the parameters that would be used going forward. Treatment based and watershed based alternatives were identified and a workshop was conducted to screen the potential alternatives.

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P. Mentink reported one treatment based alternative was eliminated due to costs. The watershed variance alternative was eliminated because NEW Water did not meet the criteria for participation. The water quality trading alternative was eliminated because it is in the early stages of development. Adaptive Management looks like a good alternative. NEW Water is finalizing the preliminary report to be submitted to the WDNR by the end of March.

#### 14) Commission guidance on financing capital projects.

B. Vander Loop stated that staff is looking for Commission input regarding payment for future capital projects. Staff will incorporate Commission input into the new policy and request approval at the January meeting. The memo summarized the means NEW Water has used to finance capital projects, reserve funds, and the five-year Capital Investment Plan. NEW Water's largest project is the clarifier rehabilitation at both treatment facilities at a combined capital cost of \$9,000,000 over the course of five years. A financial reserve workshop was held in May 2017 to look at the reserves, review existing and proposed financial obligations, and identify excess funds that could be allocated to a new Plant Capital Replacement Reserve. Staff prepared some questions and recommendations to draft the new policy and address Commissioners' concerns.

Commissioner Hasselblad stated that she is not prepared to discuss at this time. She would seek guidance from Commissioners Blumreich and Tumpach, who have done a lot of financing. She asked if staff was under any time demands. B. Vander Loop replied no.

Commissioner Tumpach stated that he is also not prepared to discuss at this time.

Commissioner Blumreich asked what NEW Water would look like if the Commission followed staff's recommendations in financing projects. T. Sigmund replied it would be similar to what NEW Water has done. He then explained the Clean Water Fund (CWF) Program.

Commissioner Mainz asked what other industries are doing. T. Sigmund replied since capital expenditures for wastewater treatment utilities can be quite large at one time, utilities apply for financing through the CWF; however, there are differing opinions on whether to finance or pay cash as you go. Commissioner Mainz stated from an institutional standpoint he does not think NEW Water should burden the current rate payers with 100% of a project that is going to last a long period of time. It should be paid over the rate payers' lives of the project. T. Sigmund agreed.

Commissioner Blumreich asked if NACWA has ever done a survey asking its members these questions. T. Sigmund replied he did not know. NACWA believes the CWF is very important, and Wisconsin has a well-run program. In some states the large utilities are excluded from the State Revolving Fund because they do not have enough money. Some utilities use general obligation bonds because they do not have access to the State Revolving Fund.

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Commissioner Hasselblad asked Tom Sigmund if he could do a survey of major capital financing similar in size to NEW Water with the contacts he has within NACWA and other Executive Directors. T. Sigmund replied that he would seek input from other utilities.

Commissioner Hasselblad asked the Commission to take a look at staff's questions and recommendations and direct any questions or comments to Tom Sigmund or Brian Vander Loop.

Commissioner Blumreich asked for the number of projects NEW Water has that are above and below \$1,000,000 and \$2,000,000. N. Qualls will provide that information to the Commission.

#### 15) **Resource Recovery and Electrical Energy Project – Contract 34 milestone extension update.**

B. Angoli stated at the October Commission meeting a time extension request would be presented at the December meeting. The contractor submitted a letter requesting a four month time extension, and NEW Water staff and the engineer are reviewing the request for merit and to verify that the information is accurate, fair, and reasonable. He stated the milestone date is now a moving target because of issues encountered during checkout and startup activities. Staff is not requesting a time extension at this time, and will keep the Commission updated at the monthly meetings.

Commissioner Hasselblad asked if the four month delay will cause other delays in successive milestones. B. Angoli replied it will only impact milestone no. 5 digesters and milestone no. 6 nutrient extraction; however, the extent of the delay is not known at this time.

#### 16) **Update of projects:**

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

B. Angoli stated a year-end report was included in the Commission packet. He reviewed the project budget for Contract 34 Digestion and Solids Facility. He reported out on the progress of the various building and processes on the project. He stated NEW Water is significantly below the waiver limits on the American Iron & Steel requirements. NEW Water staff and the engineer have been evaluating the need to add a dryer to the nutrient recovery process. After discussions with Boise, Idaho, NEW Water will not be moving forward with the dryer at this time.

#### 17) **Operation report:**

##### a) **Effluent quality for October**

P. Wescott reported both facilities were in full compliance with effluent limits for the month of October. The De Pere and Green Bay Facilities both tied performance records for Ammonia for average daily concentration, average pounds discharged per day, and total monthly pounds discharged.

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**b) Air quality for October**

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

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

**a) January Commission meeting**

The January Commission meeting will be held Wednesday, January 24, 2018, beginning at 8:30 a.m. A separate meeting will be scheduled in January to review the Executive Director's performance.

**b) Tricia Garrison receives 2017 Communicator of the Year award**

Tricia Garrison was recognized as the Public Relations Society of American Northeast Wisconsin's 2017 Communicator of the Year. Congratulations to Tricia and well-deserved.

**c) Ethan Wandersee promoted to Operator-in-Training**

Ethan Wandersee was promoted from LTE Treatment Operator to Operator-in-Training on October 23, 2017.

**d) Sharon Thieszen promoted to Field Services Manager**

Sharon Thieszen was promoted from Pretreatment Coordinator to Field Services Manager on November 20, 2017.

**e) NEW Water's holiday celebration**

NEW Water's external holiday party will be held Friday, December 7, 2017.

**f) Draft 2018 Commission meeting schedule**

A proposed 2018 Commission meeting schedule was included in the Commission packet.

**g) Disclosure of Related Party Transactions**

Commissioners were asked to sign the annually Disclosure of Related Party Transactions form.

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#### **h) 2017 WET Test results**

In general, the Whole Effluent Toxicity tests have been very routinely passed. In 2017 NEW Water passed both tests at the Green Bay Facility and the acute toxicity test at the De Pere Facility. NEW Water did not pass the chronic test at De Pere believed to be related to the excess fiber received at the De Pere Facility. NEW Water was required to do two retests, and the results were successful. The WDNR did not put anything new in NEW Water's permit.

#### **i) 2018 health insurance opt-out incentive results**

NEW Water offered a health insurance opt-out insurance program for 2018. Fourteen employees opted out of the health insurance. NEW Water paid out \$29,000 in incentives and the net savings to NEW Water was \$182,763. This is a successful program and no one goes without insurance.

#### **j) NACWA's 2018 Winter Conference**

The NACWA 2018 Winter Conference will be held February 6 – 9, 2018 in Napa, CA.

#### **k) NEW Water hosts the Wisconsin Department of Natural Resources**

On November 3, 2017 NEW Water hosted 30 state-wide leaders and staff from the WDNR. NEW Water staff gave presentations and tours. The event was well received.

#### **l) NEW Water partners with Girls Scouts on "Wonders of Water" badge**

NEW Water partnered with the University of Wisconsin-Green Bay to help 70 Girl Scouts earn their "Wonders of Water" badges in one day.

#### **m) NEW Water receives NACWA Award for "Water Knows No Boundaries" video**

NEW Water was selected to receive the NACWA National Environmental Achievement Award for its "Water Knows No Boundaries" video. The award will be presented at the NACWA Winter Conference in February.

#### **n) NEW Water staff on Wisconsin Wastewater Operators' Association (WWOA) Board of Directors**

NEW Water staff is very active in WWOA. Sharon Thieszen has completed her term as president and Jeff Smudde was elected to Vice-President.

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**o) NEW Water staff participate as WWOA Operators Competition judges and competitors**

Two NEW Water interns received significant scholarships from WWOA to further their education. Recognition of the quality of interns that NEW Water is able to attract.

**p) NEW Water staff receive WWOA scholarships**

NEW Water staff was very involved in the WWOA Operators Competition this year; both as judges and competitors.

Commissioner Hasselblad wished joy and peace to all.

There being no further business to come before the Commission, the meeting adjourned at 11:05 a.m.

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**Secretary**