

GREEN BAY METROPOLITAN SEWERAGE DISTRICT
PROCEEDINGS OF THE COMMISSION

Regular meeting of the Commission held May 23, 2019.

PRESENT: Commissioners Blumreich, Hoffmann, and Tumpach

EXCUSED: Commissioners Hasselblad and Mainz

ALSO PRESENT: T. Sigmund, P. Wescott, N. Qualls, B. Vander Loop, J. Smudde, T. Brown, S. Thieszen, B. Young, A. Kowalzek-Adrians, B. Clausen, L. Sarau, B. Brown, P. Mentink, B. Bartel, P. Smits, B. Oldenburg, T. Garrison, J. Van Sistine, J. Valenta, J. Smies–Legal Counsel; J. Hunt–Core Consulting Group

Commission Secretary Blumreich called the meeting to order at 8:30 a.m.

1) Safety moment.

T. Sigmund provided tips on preventing heat stress. Drink plenty of water, avoid caffeine and alcohol, take breaks, wear lightweight clothing, and ease into working in the sun.

2) Introduce new employees:

a) Ben Young, Watershed Specialist

J. Smudde introduced Ben Young, the new Watershed Specialist. He began his employment with NEW Water, the brand of the Green Bay Metropolitan Sewerage District, on April 16, 2019.

B. Young stated that he earned his Bachelor's Degree in Natural Resource Management from the University of Wisconsin-Eau Claire. He also has a Hydrology Master's Degree from Missouri State University. He has many years of experience in the water quality field, and most recently he worked for U.S. Geological Survey as a Physical Scientist for almost seven years. He has worked with NEW Water in the past, and he is excited to be part of the team.

b) Angela Kowalzek-Adrians, Contract and Grant Specialist

J. Smudde introduced Angela Kowalzek-Adrians, the new Contract and Grant Specialist. She began her employment with NEW Water on May 13, 2019.

A. Kowalzek-Adrians stated that she earned her Bachelor's Degree in Environmental Policy & Planning and Environmental Science from the University of Wisconsin-Green Bay (UWGB). She also completed her Environmental Science & Policy Master's Degree at UWGB. She most recently worked as a Natural Resources Planner at Bay-Lake Regional Planning Commission. She is very excited to bring her 18 years of experience in this field to NEW Water.

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The Commission welcomed them.

3) **Strategic Plan update.**

T. Sigmund introduced Jill Hunt from Core Consulting Group. Core Consulting Group has been working with NEW Water for the past five months to gather information to draft a new Strategic Plan. J. Hunt reviewed the draft Strategic Plan, as follows:

- Agenda
- Project Overview
- Strategic Plan Framework
- Research Outcomes
- Key Themes
- Phase 2 – Planning Outcomes

T. Sigmund reviewed the following:

- Mission Statement
- Five Strategic Pillars
- Community Outreach
- Innovation
- Team
- Organizational Optimization
- Water Quality Improvements

J. Hunt reviewed the next steps for the Strategic Plan.

- 4) **Convene in closed session under State Statute 19.85 (1) (e) for the purpose of deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session and 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:**
- a) **Discussion negotiation strategy concerning a potential industrial customer**
 - b) **Litigation involving industrial forcemain**

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Motion #19-035

It was moved by Hoffmann, seconded by Tumpach, and unanimously agreed to convene in closed session under State Statute 19.85 (1) (e) for the purpose of deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session and 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.

5) Reconvene in open session.

Motion #19-036

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

Following closed session, agenda items were taken out of sequence based on staff's presence for reporting.

6) Approval of minutes of Commission meetings held April 24 and 29, 2019.

Motion #19-037

It was moved by Hoffmann, seconded by Tumpach, and unanimously agreed to approve the April 24 and 29, 2019 minutes as distributed.

9) Request Commission approval to amend the 1969 Agreement between the City of De Pere, Village of Allouez, and NEW Water, and to authorize the Executive Director to sign the amendment.

N. Qualls stated that in order to develop property between Riverside Drive and the Fox River Trail, the current agreement needs to be amended to allow the City of De Pere to discharge waste into the Village of Allouez's locally owned sewer. He requested Commission approval to amend the 1969 Agreement between the City of De Pere, Village of Allouez, and NEW Water, and to authorize the Executive Director to sign the amendment.

Motion #19-038

It was moved by Hoffmann, seconded by Tumpach, and unanimously agreed to amend the 1969 Agreement between the City of De Pere, Village of Allouez, and NEW Water, and to authorize the Executive Director to sign the amendment.

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7) April financials.

B. Clausen reported total operating revenues for the month of April were favorable to budget by \$191,000 or 4% due to additional municipal TSS loadings and additional flow volume due to more precipitation received. Year to date total operating revenues were favorable to budget by \$621,000 or 4% due to additional municipal TSS loadings, additional flow volume due to more precipitation received, and other revenues primarily related to hauled waste.

B. Clausen reported total operating expenses for the month of April were favorable to budget by \$701,000 or 41% due to less expenditures in maintenance – interceptors, contracted services, salaries and benefits, maintenance – plant and chemicals. April's operating expenses with unfavorable results had more expenditures from natural gas and fuel oil and power. Year to date total operating expenses were unfavorable to budget by (\$1,100,000) or (17%) from more expenditures than budgeted from maintenance – interceptor and contractor expenses related to Bayview Interceptor, Interplant and Industrial Forcemain repairs and more power utilization due to higher influent flows at both facilities. Year to date operating expenses with favorable results had less expenditures primarily from salaries and benefits, maintenance – plant, and solid waste disposal.

B. Clausen reported operating income for the month of April was \$3,900,000 and operating income year to date was \$6,500,000. Net Income for the month of April was \$2,000,000 net income year to date was \$830,000.

8) Request Commission approval for the addition of the Field Services Team Leader position to the Field Services Department and the associated revision to the organizational chart.

S. Thieszen requested a change to be made to the organizational chart within the Field Services Department to create a Field Services Team Leader position. This would be a full-time, Pay Grade 10 position and would report directly to the Field Services Manager. The proposed position would provide additional department stability, support, coaching, and consistency throughout the department. This position would also organize training and help improve the knowledge of all employees in the department. She stated that the adopted 2019 Budget includes additional funding for the proposed position. She requested Commission approval for the addition of the Field Services Team Leader position to the Field Services Department and the associated revision to the organizational chart.

Motion #19-039

It was moved by Hoffmann, seconded by Tumpach, and unanimously agreed to approve the addition of the Field Services Team Leader position to the Field Services Department and the associated revision to the organizational chart. (See Commission File #19-001)

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- 10) Request Commission approval of Amendment No. 1 for Soil Management Support Services – Proposed Stormwater Pond with Ramboll in the amount of \$85,500 for a total authorized amount of \$152,500.**

N. Qualls reported that a preliminary soil analysis at the site contracted by Brown County in late 2018 found contaminants in the soil, which were high enough to require reporting to the Wisconsin Department of Natural Resources (WDNR). As the property owner, NEW Water is responsible for defining the extent of contamination, investigating any groundwater impacts, developing a strategy for soil management, and documenting that the soil has been managed properly in order to obtain closure from the WDNR.

In 2019 NEW Water entered into a \$67,000 agreement with Ramboll to develop a site investigation work plan, conduct soil sampling and groundwater analysis to define the extent and magnitude of the contamination, develop a soil management strategy, and obtain WDNR approval for the proposed soil work. Ramboll has completed the work and is being asked to remain on site during construction to ensure the soil is properly managed and to prepare documentation required by WDNR. N. Qualls requested Commission approval of Amendment No. 1 for Soil Management Support Services – Proposed Stormwater Pond with Ramboll in the amount of \$85,000, which includes a \$20,000 contingency, for a total authorized amount of \$152,500.

Motion #19-040

It was moved by Hoffmann, seconded by Tumpach, and unanimously agreed to approve Amendment No. 1 for Soil Management Support Services – Proposed Stormwater Pond with Ramboll in the amount of \$85,000, which includes a \$20,000 contingency, for a total authorized amount of \$152,500.

- 11) Request Commission approval of Amendment No. 2 to the Professional Services Agreement for Pipeline Pigging and XYZ Mapping in the amount of \$23,487, bringing the total authorized amount to \$122,167.**

N. Qualls stated that in March 2019 NEW Water entered into an Agreement with SFE Global to perform services to locate the existing interplant forcemain infrastructure where it crosses under Interstate 43 with a total cost of \$63,935. It was then decided to also locate the forcemain where it crosses under the Fox River, bringing the total of approved costs to \$98,680. Due to bad weather and safety concerns while on site, SFE Global was not able to complete the work at that time. Staff and SFE Global have developed Amendment No. 2 to the agreement to account for the costs to remobilize to the site. Staff recommends Commission approval of Amendment No. 2 to the Professional Services Agreement for Pipeline Pigging and XYZ Mapping in the amount of \$23,487, bringing the total authorized amount to \$122,167.

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Commissioner Hoffmann asked if the amount is reasonable. N. Qualls replied yes.

Motion #19-041

It was moved by Hoffmann, seconded by Tumpach, and unanimously agreed to approve Amendment No. 2 to the Professional Services Agreement for Pipeline Pigging and XYZ Mapping in the amount of \$23,487, bringing the total authorized amount to \$122,167.

- 12) **Request Commission approval to increase the authorized amount for the existing Resource Recovery and Electrical Energy Project Work Change Directive 272 – Solids Building 300 Divider Wall and Utility Work by \$175,000 for a total cost not to exceed \$925,000.**

N. Qualls reported that Contract 34 is winding down and staff is preparing for Contract 35, which is the demolition of the existing Solids Building. Staff started looking at ways to deal with mechanical and electrical tie-ins and whether the work should be completed under Contract 34 or 35. During the construction of the wall, it was discovered that additional items were needed to be added to the scope of the current \$750,000 contract. Additional items included rerouting of electrical wiring for the freight elevator, lead paint removal, and addition of a second ingress/egress on the mezzanine level for removal of equipment and piping. The additional costs for these items is \$175,000, which brings the total amount to \$925,000. This work is necessary to be completed in Contract 34 in order to move forward with Contract 35.

Motion #19-042

It was moved by Hoffmann, seconded by Tumpach, and unanimously agreed to approve the increase of the authorized amount for the existing R2E2 Project Work Change Directive 272 – Solids Building 300 Divider Wall and Utility Work by \$175,000 for a total cost not to exceed \$925,000.

- 13) **Request Commission approval of Contract 34 Digestion and Solids Facility Change Order No. 49 in the amount of \$240,723.23.**

N. Qualls reported the R2E2 Project work change directives, field orders, and change orders are in the process of being evaluated and a lot of costs are being compiled into final form. All costs over \$100,000 must be approved by the Commission. He reviewed some of the construction change orders. The contractor and engineer have been working diligently to finalize outstanding work change directives for payment. There is a remaining hazardous material allowance credit. He recommended Commission approval of Contract 34 Digestion and Solids Facility Change Order No. 49 in the amount of \$240,723.23.

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Motion #19-043

It was moved by Hoffmann, seconded by Tumpach, and unanimously agreed to approve Contract 34 Digestion and Solids Facility Change Order No. 49 in the amount of \$240,723.23.

14) Sewer plan approvals:

N. Qualls stated the City of De Pere is requesting approval of two sanitary sewer plans.

a) City of De Pere Project #19-11; GBMSD Request #2019-16

The City of De Pere is requesting 1,117 ft. of 8-inch PVC sanitary sewer within the right-of-way of Garroman Drive, 813 ft. of 8-inch PVC sanitary sewer within the right-of-way of Ballyvaughan Road, 1,047 ft. of 8-inch sanitary sewer within the right-of-way of Kilrush Road, and 984 ft. of 8-inch sanitary sewer within the right-of-way of Tipperary Trail. Flow would be tributary to the Ninth Street Interceptor.

b) City of De Pere Project #19-01; GBMSD Request #2019-17

The City of De Pere is requesting sanitary sewer to replace existing clay pipe near the St. Norbert Campus. Flow would be tributary to the Westside Interceptor.

Motion #19-044

It was moved by Hoffmann, seconded by Tumpach, and unanimously agreed to approve the City of De Pere sewer plans subject to favorable approval recommendations from Brown County Planning and final approval by the WDNR.

15) Update of projects:

a) Contract 34 Digestion and Solids Facility

N. Qualls reported that low phosphorus in the digested sludge has delayed the startup of the struvite recovery system. As of this week, the levels are back up and the process has restarted. Operations staff were trained for the process and will be continuing to monitor the phosphorus levels. The solids building wall construction is nearing completion. Under outstanding issues, the engineer is making changes to the operational screens to be able to view NEW Water's SCADA system and has been assisting staff in analyzing data collected for low phosphorus and its effect on the nutrient recovery system. Most of this work was not part of the original services agreement. Due to overall delays in product deliveries, staff plans to bring forward an amendment for Commission approval next month.

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b) 2018 Interplant Forcemain Fitting Repair

L. Sarau reported issues with getting the railroad permit for the 2018 Interplant Forcemain Fitting Repair Project has impacted the project timeline. The excavator ran out of work to do while waiting for the railroad permit, so the excavator started doing some restoration work. NEW Water received the permit on May 1, 2019. All concrete that had been disturbed with the project has now been repaired. Asphalt paving was being done earlier this week, and turf restoration work will be completed next week. There are 16 locations left near the railroad that need excavating. The restoration work will take 16 days to complete the project.

c) 2018 Industrial Forcemain Fitting Repair

L. Sarau stated that this project is almost complete. All pavement repairs have been completed except for Ninth Street, which was put on hold until school is out for the year. All roads are finished and the contractor is now working on turf restoration. The contractor and the City of De Pere are working together to complete the project.

d) De Pere Facility Administration Building HVAC Rehabilitation

B. Brown stated the De Pere Facility Administration Building HVAC Rehabilitation Project began in February, but the demolition work was delayed two months. Work progressed quickly to minimize the amount of time the system was down to avoid the building getting too warm. Work has begun on the support systems. Staff is targeting operation of the system in June and finishing up in July.

e) Bayview Interceptor Replacement

P. Mentink reported that the contractor has completed the modifications at the west side launch pit that were needed to enlarge the pit for the installation of the boring machine. The contractor is currently mobilizing tunneling support equipment and casing pipe from the east to west side. The setup of the tunnel boring machine on the west side is expected to be completed within the next couple of weeks.

Commissioner Hoffmann asked if there will be additional costs to the project due to the issues with the tunnel boring machine. P. Mentink replied that the contractor has submitted a letter for a potential claim for additional tunneling expenses.

16) April 2019 Operations report.

P. Wescott reported for the month of April, both facilities were in full compliance with effluent limits and the Green Bay Facility was in full compliance with air quality limits. The R2E2 facility generated 1,272 megawatts of electricity, which equaled 38% of the plant's electrical needs for the month.

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P. Wescott stated the biogas from the digestion process was utilized for the onsite electrical generation. Total biogas recovered was approximately 183,000 CCF, which is approximately 98.4% of the total produced. The remaining volume was sent through the waste gas flare. There was 395,000 gallons of high strength waste received in April, which allowed NEW Water to produce more biogas.

T. Sigmund stated that NEW Water has high strength waste storage capacity to hold and use the waste as it sees fit, compared to other facilities who are not able to hold as much.

Commissioner Hoffmann asked what the original design goal for energy was. P. Wescott replied the original goal for this project was a 50% reduction in energy. Additional high strength waste is expected to increase gas production. NEW Water is currently restricting the volume coming in during an extended trial period. The high strength waste system is designed for 85,000 gallons per day.

17) Executive Director's report:

a) June Commission meeting

The June Commission meeting will be held Wednesday, June 26, 2019, beginning at 8:30 a.m.

b) NACWA's 2019 Utility Leadership Conference

This year the NACWA conference will be held July 16 – 19, 2019 in Minneapolis, MN. The theme is *Building a Network of Influence: Utility Executive Leadership in a Changing World*. Please let Jean Van Sistine know if you plan to attend.

c) Utility Leaders of the Future

NEW Water hosted the Utility Leaders of the Future workshop and graduation ceremony on May 21 and 22, 2019. This is the third year of this program. Two of NEW Water's employees, Mike Wells and Brian Thompson, were among the graduates. Feedback from staff has been this is a great program.

d) WWOA Lake Michigan Regional Meeting

Today NEW Water is hosting the WWOA Lake Michigan Regional meeting. Several of NEW Water employees will be among those giving presentations. There will be about 90 wastewater treatment professionals from the area in attendance.

e) SUEZ Incineration Networking Forum

NEW Water will be hosting the SUEZ Incineration Networking Forum on June 5 and 6, 2019. There will be wastewater/incineration professionals in attendance from across the United States and Canada.

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Commissioner Blumreich suggested to discuss a consent agenda at the June Commission meeting.

There being no further business to come before the Commission, the meeting adjourned at 10:08 a.m.

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Secretary