

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

Regular meeting of the Commission held August 28, 2019.

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

**ALSO PRESENT:** T. Sigmund, P. Wescott, N. Qualls, B. Vander Loop, J. Smudde, T. Brown, B. Clausen, L. Sarau, B. Angoli, P. Mentink, S. Thieszen, E. Houghton, B. Oldenburg, B. Bartel, A. Butry, P. Smits, J. Cypinski, T. Garrison, E. Schroth, J. Maas, J. Van Sistine, J. Valenta, J. Smies–Legal Counsel

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

**1) Safety moment.**

T. Sigmund provided safety tips and statistics on boating. The National Safety Council reported that in 2017, statistics showed there were almost 4,300 boating incidents, 658 resulted in death, 2,600 in injuries and \$46,000,000 in property damage. The Coast Guard reported 76% of boating deaths were due to drowning, and 84% of the victims were not wearing life jackets.

**2) 2020 Budget workshop.**

T. Sigmund reviewed the draft 2020 budget, as follows:

- Strategic Plan Pillars
- Flows and Loads
- 2020 Proposed Expenses
- Organizational Optimization
- Team
- Water Quality Improvements
- Proposed Long-Term Capital Projects
- Community Outreach
- Innovation
- Municipal Rate Comparison
- Next Steps

Commissioner Blumreich asked if NEW Water, the brand of the Green Bay Metropolitan Sewerage District, is at full capacity for high strength waste. N. Qualls replied no, staff planned for 90,000 gallons per month, and NEW Water is currently at about 60,000 gallons per month.

Commissioner Mainz asked a few questions on how the annual contribution to the Brown County Hazardous Material Recovery Facility is calculated.

## GREEN BAY METROPOLITAN SEWERAGE DISTRICT

08/28/19

Cont'd

### PROCEEDINGS OF THE COMMISSION

#### 3) Approval of minutes of Commission meeting held July 24, 2019.

##### Motion #19-068

It was moved by Mainz, seconded by Blumreich, and unanimously agreed to approve the July 24, 2019 minutes as distributed.

#### 4) July financials

B. Clausen reported total operating revenues for the month of July were favorable to budget by \$269,000 or 9% 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 \$1,300,000 or 6% due to additional municipal TSS loadings and additional flow volume due to more precipitation received. Total operating expenses for the month of July were unfavorable to budget by (\$219,000) or (11%) from less expenditures in maintenance – interceptors, chemicals, and power/fuel. Year to date total operating expenses were unfavorable to budget by (\$1,400,000) or (11%) from more expenditures than budgeted from maintenance – interceptor and contractor expenses. Operating income for the month of July was \$1,000,000 and operating income year to date was \$10,600,000. Net loss for the month of July was (\$198,000) and net income year to date was \$609,000.

#### 5) Approve Resolution Authorizing the Issuance and Sale of up to \$14,630,180 General Obligation Sewerage System Promissory Notes, Series 2019A and Providing for Other Details and Covenants with Respect Thereto.

B. Clausen stated that on October 24, 2018, the original request was presented and approved by the Commission to award C.D. Smith Construction, Inc. the construction contract to replace the De Pere electrical and emergency generator. The Clean Water Fund loan application was submitted. Staff is requesting Commission approval for the General Obligation Note to start the process of closing the Clean Water Fund Program loan for the Green Bay Facility Disinfection System Upgrades in the amount of \$14,630,180, with an interest rate of 1.76% within the 20-year limitations. The note closing is scheduled for September 11, 2019.

##### Motion #19-069

It was moved by Blumreich, seconded by Hoffmann, and unanimously agreed to approve the Resolution Authorizing the Issuance and Sale of up to \$14,630,180 General Obligation Sewerage System Promissory Notes, Series 2019A and Providing for Other Details and Covenants with Respect Thereto. (Resolution #19-010 is on file at the NEW Water Offices)

**GREEN BAY METROPOLITAN SEWERAGE DISTRICT**

08/28/19

Cont'd

**PROCEEDINGS OF THE COMMISSION**

**6) Request Commission approval for the addition of one Electrical/Instrumentation Apprentice position and the associated revision to the organizational chart.**

P. Wescott stated that NEW Water is requesting a temporary change to the organizational chart within the Maintenance Department with the addition of an Electrical/Instrumentation Apprentice in the 2020 budget. Currently there are six Journeyman Electrical/Instrumentation Technicians, one apprentice, and one lead in the Maintenance Department. The headcount would temporarily increase from eight to nine employees in the Electrical/Instrumentation shop. Four of the eight current employees are Wisconsin Retirement System eligible. The apprenticeship program is a long-term commitment to get an employee into the training process. This is a five-year program through Northeast Wisconsin Technical College, and requires 10,400 hours of relevant work experience. Staff is requesting authorization to increase the Maintenance Department total approved headcount from 23 employees to 24 by adding one Electrical/Instrumentation Apprentice position in the 2020 Budget.

Commissioner Mainz asked if this would show up on the organizational chart as temporary. T. Brown replied it will be noted on the organizational chart that this position is temporary.

**Motion #19-070**

It was moved by Mainz, seconded by Tumpach, and unanimously agreed to approve the addition of one Electrical/Instrumentation Apprentice position and the associated revision to the organizational chart. (See Commission File #19-002)

**7) Request Commission approval for the addition of one Field Services Technician position to the Field Services Department and the associated revision to the organizational chart.**

S. Thieszen stated that NEW Water staff is requesting a change to the organizational chart within the Field Services Technician position. The new position would bring the number of positions from 10 to 11. This is a temporary position for succession planning. The Field Services Department has lost one team member to retirement in July 2019, and three additional technicians are eligible for retirement within the next three years. A Field Service Technician needs about three to five years of training to be able to respond effectively in an emergency situation.

**Motion #19-071**

It was moved by Blumreich, seconded by Hoffmann, and unanimously agreed to approve the addition of one Field Services Technician position to the Field Services Department and the associated revision to the organizational chart. (See Commission File #19-003)

**GREEN BAY METROPOLITAN SEWERAGE DISTRICT**

08/28/19

Cont'd

**PROCEEDINGS OF THE COMMISSION**

**8) Request Commission approval of the revisions to the Human Resources and Benefits Manual.**

T. Brown reported that changes were made to the Human Resources and Benefits Manual. The last update to the manual was done in March 2018. Staff plans to make updates to the manual annually. Sections 17.0 through 22.0 had various updates to the pay practices, which were a result of a wage and hour pay practice review conducted earlier this year by Godfrey & Kahn personnel. Two new policies were developed, which resulted in removing language from the manual related to meal and rest breaks, pay for call-ins, and pay for travel time. These policies have been approved by the Executive Team and employees have already been notified. Section 33.0 was added, which was revisions to the Paid Leave Conversion eligibility requirements, as a result of a review of the program done earlier in the year by Godfrey & Kahn. This will be effective as of January 1, 2020. Other changes to the manual were updates based on current practices or for clarification.

Commissioner Blumreich asked if Paid Leave Conversion is mandatory participation. T. Brown replied in the current language, there are three different areas that need to be met in order for participation to be mandatory. In the proposed language, employees meeting minimum retirement age with the Wisconsin Retirement System are mandated to participate in the Paid Leave Conversion program.

**Motion #19-072**

It was moved by Meinz, seconded by Blumreich, and unanimously agreed to approve the revisions to the Human Resources and Benefits Manual. (See Commission File #19-004)

**9) NEW Water safety performance update.**

A. Butry gave an update on NEW Water's safety performance, as follows:

- Strategic Plan
- Confined Space Training and Education
- AED Upgrades
- ALICE Training
- De Pere Man Down Exercise
- 2018 Safety Statistics
- Near-Miss Reporting

Commissioner Hasselblad asked if there are any clusters when it comes to near-misses. A. Butry replied that there are none that he has noticed.

## GREEN BAY METROPOLITAN SEWERAGE DISTRICT

08/28/19

Cont'd

### PROCEEDINGS OF THE COMMISSION

#### 10) Public Affairs & Education update.

T. Garrison and E. Schroth gave an update on the Public Affairs and Education Department activities of the past year, and a glimpse of what is expected in the future. Topics included:

- Building the NEW Water Brand
- Telling NEW Water's Story
- Stakeholder Engagement & Community Outreach
- Being Prepared to Serve: Emergency Response Team
- On the Horizon

#### 11) Update of projects:

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

B. Angoli stated that there was an issue with the Thermal Waste Heat Exchanger failing and shutting down the system for three weeks. It is now back up and running. Moving forward staff has taken precautions to prevent the same failures in the future. He stated the paperwork is being finalized and should be completed within the next couple of months.

Commissioner Mainz asked if there was a problem with the manufacturing of the heat exchanger. T. Sigmund replied that the problem appears to be in the installation.

##### b) 2018 Interplant Forcemain Fitting Repair

L. Sarau stated that the final excavations and hardware replacements have been completed. Restoration of the roadway and lawn areas has been completed. The forcemains have been turned over to Treatment for use. She stated the paperwork for closing out the project will be finished by October.

##### c) De Pere Facility Electrical Distribution and Emergency Generator

P. Mentink stated that after this week the underground work at the De Pere Facility will be complete. The major effort in the next couple of weeks will be finishing the erection of the metal building and the electrical contractor will start pulling the wire.

Commissioner Mainz asked who will be paying for the gas line. P. Mentink responded that NEW Water will be paying for it since it is for NEW Water's use.

## GREEN BAY METROPOLITAN SEWERAGE DISTRICT

08/28/19

Cont'd

### PROCEEDINGS OF THE COMMISSION

P. Mentink stated the contractor's schedule indicates substantial completion will not occur until early 2020 as opposed to the December 2019 timeline in the contract documents. The project team will meet to discuss the schedule within the next couple of weeks to identify actions to recover the schedule.

#### **d) Bayview Interceptor Replacement**

P. Mentink stated that the tunneling process is still on hold. The contractor has come forward with a report of three alternative ideas to rescue the microtunneling boring machines. The alternatives were reviewed by NEW Water and Brown and Caldwell, and a revised draft will be presented. The contractor submitted a letter claiming to have come into contact with different soil conditions than expected. Brown and Caldwell reviewed the letter and soil conditions report, and determined the conditions encountered were as expected.

#### **12) July 2019 Operations report.**

P. Wescott stated that both facilities were in full compliance with all effluent limits for the month of July. The Green Bay Facility tied performance records for Ammonia for average daily concentration and average pounds discharged per day. The Green Bay Facility was in compliance with air quality limits for the month of July. The solids processing facility produced 1,459 MWH of electricity. A total of 202,902 CCF of biogas from the digestion process was utilized for the on-site electrical generation. This is 89.8% of the total volume produced. NEW Water received 1,594,174 gallons of high strength waste in July.

#### **13) Executive Director's report:**

##### **a) September Commission meeting**

The next Commission meeting will be held on Thursday, September 26, 2019, beginning at 8:30 a.m.

##### **b) Executive Director approved agreements**

A document summarizing the agreements approved by the Executive Director was provided in the Commission packet. The agreements were all within the Executive Director's authority limit.

##### **c) Jack Day and Peer Excellence Awards**

NEW Water's Employee Appreciation luncheon was held on Wednesday, August 14, 2019. The Jack Day Award of Accomplishment was awarded to Matt Schmidt, Operations Trainer, and the Peer Excellence Award was presented to Corbin Magnin, Treatment Operator. About 90 employees took part in the luncheon.

GREEN BAY METROPOLITAN SEWERAGE DISTRICT

08/28/19

Cont'd

PROCEEDINGS OF THE COMMISSION

**d) Recognition of 30 and 35 year service anniversaries**

The following employees were recognized at the Employee Appreciation luncheon for completing significant service milestones: Matt Grassel (30 years); and Jeff Czypinski, Jean Van Sistine, Chris Thompson, Bob Zepnick, and Bruce Bartel (35 years). Thanks to each of these individuals for their service to NEW Water.

**e) Rick Marcott has accepted the Field Services Technician position**

Rick Marcott, Treatment Operator, has accepted the Field Services Technician position at NEW Water and will begin his new role with the Field Services Department on September 1, 2019. Congratulations.

**f) STEM Superheroes Camp**

Forty area children became "Defenders of the Bay" in July at NEW Water's 4<sup>th</sup> annual STEM Superheroes Camp.

Commissioner Mainz asked about PFAS (per- and polyfluoroalkyl substances). T. Sigmund replied that NEW Water received a letter from the Department of Natural Resources requesting that testing be done. Nothing is currently scheduled.

There being no further business to come before the Commission, the meeting adjourned at 10:56 a.m.

GREEN BAY METROPOLITAN SEWERAGE DISTRICT

  
Secretary