

## GREEN BAY METROPOLITAN SEWERAGE DISTRICT

### PROCEEDINGS OF THE COMMISSION

Regular meeting of the Commission held January 28, 2015.

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

**ALSO PRESENT:** T. Sigmund, P. Kaster, P. Wescott, B. Hafs, N. Qualls, T. Brown, S. Sparacino, T. Garrison, R. Krause, B. Angoli, B. Brown, L. Sarau, M. Erschnig, 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 stated the Commission meetings will now begin with a safety moment. He stated NEW Water, the brand of the Green Bay Metropolitan Sewerage District, safety focus for January is lockout/tagout and confined space entry. He shared his recent experience of observing staff going through the lockout/tagout process on the incinerator.

Commissioner Hasselblad stated safety is primary, and there are no minor accidents. NEW Water is extremely concerned about safety and human life.

- #### 2) **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) **Procter & Gamble Tripartite Agreement**
  - b) **Employment performance review**

#### **Motion #15-001**

It was moved by Blumreich, seconded by Mainz, 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.

- #### 3) **Reconvene in open session.**

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**Motion #15-002**

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

**4) Approval of minutes of Commission meeting held December 4, 2014.**

**Motion #15-003**

It was moved by Hoffmann, seconded by Tumpach, and unanimously agreed to approve the December 4, 2014 minutes as distributed.

**6) Adopt retirement resolution for Bonnie Perrigoue.**

Commissioner Hasselblad read the retirement resolution.

T. Sigmund stated Bonnie Perrigoue has been a very important part of the lab for many years, and she will be missed.

The Commission conveyed its appreciation for her many years of service.

**Motion #15-004**

It was moved by Mainz, seconded by Hoffmann, and unanimously agreed to adopt retirement resolution for Bonnie Perrigoue. (See Commission Resolution #15-001)

**11) Sewer plan approval:**

- a) Village of Howard Village Center Phase II Project No. 2014-2014.05; GBMSD Request 2015-01**

**Motion #15-005**

It was moved by Blumreich, seconded by Mainz, and unanimously agreed to approve the Village of Howard Village Center Phase II Project No. 2014-2014.05 sewer plan subject to favorable review by Brown County Planning and final approval by the Wisconsin Department of Natural Resources.

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

- a) February Commission meeting**

The February Commission meeting will be held Wednesday, February 25, 2015, beginning at 8:30 a.m.

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**b) November and December 2015 Commission meetings**

The November and December 2015 Commission meetings will be combined into one meeting and will be held on Wednesday, December 2, which is similar to what was done in 2014.

**c) September budget workshop**

At the request of some of NEW Water customers, staff will schedule an evening budget workshop in September beginning at 5:30 p.m., in addition to the regular September Commission meeting.

**d) Commissioners email addresses on website**

Commissioners' NEW Water email addresses will be posted on the website.

**e) NEW Water receives the NACWA 2015 National Environmental Achievement Award**

NEW Water will receive the NACWA 2015 National Environmental Achievement Award in the Public Information & Education, Educational Program category for its World Water Day Educational Program at the NACWA February Winter Conference. Congratulations to Tricia Garrison and the team.

**f) Strategic plan status update**

Staff is working with EPC Consultants on an update to NEW Water's strategic plan. A strategic planning meeting will be scheduled in May.

An article submitted by Tricia Garrison on NEW Water's Green Bay Facility was published in the Central States Water magazine.

**5) November financials.**

P. Kaster reported year to date total operating revenues for the month of November were favorable to budget by \$2,800,000. He stated a key factor in the favorable results was increased loads from user fees for all five parameters. He reported total operating expenses for the month of November were favorable to budget by \$25,000, and year to date were \$1,200,000 through November. Staff will present the December preliminary financials next month. He stated the financial audit will be done the first part of March and the audit report will be presented at the April or May Commission meeting.

**7) Introduce the new part time Payroll/Human Resources Specialist, Susan Sparacino.**

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T. Brown introduced Susan Sparacino, the new part time Payroll/Human Resources Specialist. She stated the position was approved by the Commission last September. Ms. Sparacino began her employment with NEW Water on January 19.

S. Sparacino stated that she lives in De Pere and has 25 years of payroll experience. She has a Bachelor of Science in Business Administration and will be taking the payroll certification within the next year. She stated the introduction to staff and training has been great, and she is looking forward to working at NEW Water.

The Commission welcomed her.

#### **8) Request Commission approval of Amendment No. 2 to the Interceptor System Master Plan Project Agreement with Donohue & Associates.**

L. Sarau stated in 2014 Phase 1 of the Interceptor System Master Plan Project was awarded to Donohue & Associates. She stated the purpose of the project was to review the existing interceptor system and make recommendations for a 20-year capital improvement plan to address any present and future structural and capacity deficiencies. Staff intended to negotiate Phase 2 with the same consultant based on the initial price and any changes that staff felt were necessary based on what was revealed in Phase 1. She stated major tasks for Phase 2 included:

- Flow Monitoring Plan
- Inflow/Infiltration Analysis
- Hydraulic Modeling of the Entire NEW Water Interceptor System
- Develop the 20-Year Interceptor System Capital Improvement Plan

She requested Commission approval of Amendment No. 2 to the Interceptor System Master Plan Project Agreement with Donohue & Associates.

Commissioner Hasselblad stated this is a large system with 78 miles of gravity sewer, 25 miles of force main, and 13 lift stations. She stated seven monitoring locations were added, which increased the project cost.

#### **Motion #15-006**

It was moved by Blumreich, seconded by Mainz, and unanimously agreed to approve Amendment No. 2 to the Interceptor System Master Plan Project Agreement with Donohue & Associates in the amount of \$354,212 and a contingency of \$35,328 under the authority of the Executive Director for a total authorized amount of \$389,540.

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**9) Request Commission approval for Mechanical Technologies, Inc. to provide boiler repair services for the Green Bay Facility Heating Boiler HB-S2 Repair.**

P. Wescott requested Commission approval to complete the HB-S2 boiler tube repair. He stated after inspection a number of the tubes were deemed questionable, so those tubes were removed. He stated 22 tubes were replaced. He stated NEW Water had enough tubes in stock, which kept the cost down. He stated the boiler was inspected on August 9 and there were no issues. On January 8 there was a failure in the main heating boiler caused by solids deposition in the boiler. Two water chemistry professionals are working with staff to analyze the system. He stated the initial cause of this issue may have been from a change in chemical that was used. He stated that a new corrosion inhibitor was recommended by NEW Water's water chemistry professional this past fall that does not contain molybdenum. The Environmental Protection Agency is in the process of banning molybdenum.

Commissioner Blumreich asked who made the recommendation to modify the water treatment. P. Wescott replied that the recommendation to change chemicals came from the water chemistry professional. He stated the water chemistry professional recommended a substitute chemical that eliminates the molybdenum component. He stated that samples are being analyzed to determine the cause. He stated a filter was installed on the heating water system to filter the remaining sludge remnants. A final report will be presented to the Commission next month.

#### **Motion #15-007**

It was moved by Meinz, seconded by Hoffmann, and unanimously agreed to approve Mechanical Technologies, Inc. to provide boiler repair services for the Green Bay Facility Heating Boiler HB-S2 Repair in the amount of \$120,000 and a 20% contingency of \$24,000 under the authority of the Executive Director for a total amount of \$144,000.

**10) Communications & Education Department update.**

T. Garrison and R. Krause gave an update on the efforts of the Communications & Education Department, as follows:

- Overview
- New Look – New Vision
- Education and Public Outreach
- Media
- Community Events
- Community Engagement
- Working Behind the Scenes
- World Water Day
- Looking Ahead

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The Commission congratulated Tricia Garrison and Rita Krause on their public outreach efforts.

#### 12) Update of projects:

##### a) Resource Recovery and Electrical Energy (R2E2)

B. Angoli reported the team is working on the 60% documents for the nutrient recovery system design. The engineer and the manufacturer of the fluid bed incinerator are finalizing the 3-D design for that system, which will be used by the design and fluid bed incinerator manufacturer during construction. Staff is currently reviewing the 90% documents for Contract 34 Digestion and Solids Facility, which includes approximately 4,000 pages of specifications and 630 drawings. He stated NEW Water's Air Construction Permit is in a 30-day public comment period. Staff is reviewing the contractor prequalification for Contract 34 and will report out at the February Commission meeting. A 3-D video and rendering of the new solids handling building was viewed.

##### b) Primary Switchgear and Utility Relocation (R2E2 – Contract 33)

B. Brown reported finishing work continues with the installation of doors and windows, caulking, and painting. The contractor powered up the main breaker inside the new Switchgear Building. He stated splicing and testing of replacement cables, cutovers, and employee training will be the focus for the next month.

##### c) MCC-B1/B1A Replacement

L. Sarau stated construction for this project began in November. She stated work completed to date includes: verification of the MCC loads, project planning, submittal review, and conduit installation. She stated work continues with the conduit panel boards and PLC in preparation of the actual MCC replacement. She stated there is an issue with the delivery date of the MCC. The MCC is scheduled to be shipped on March 17, which doesn't give much time for installation prior to the disinfection season. Staff met with the contractor, who provided three different options on how the work could be completed or portions of the work completed prior to the disinfection season. Staff will make a decision once the MCC arrives.

#### 13) Operation report:

##### a) Effluent quality for November and December

P. Wescott reported both facilities were in full compliance with effluent limits for November and December. In November the De Pere Facility tied an effluent discharge record low for Carbonaceous Biochemical Oxygen Demand with average daily concentration of 2.0 mg/L, Ammonia with an average daily concentration of 0.02mg/L and a daily average discharge of 1.0 pounds per day. The De Pere Facility tied an effluent discharge record low for Ammonia with a daily average concentration of 0.02 mg/L for December.

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**b) Air quality for November and December**

P. Wescott reported there were three events during the month of November that resulted in a "Deviation Notification" submittal to the Wisconsin Department of Natural Resources. He stated two events related to opacity, and the other related to particulate and opacity. He stated NEW Water has an opacity limit of 20% and anything under three minutes does not need to be reported. He stated there were no deviation notifications for the month of December. NEW Water finished the year with 10 deviation notifications. NEW Water was averaging 12. He will report out next month on what staff has done to bring the notices and the duration of damper openings down.

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

**g) Great Lakes Restoration Initiative Grant for the Adaptive Management Pilot Project in Silver Creek**

B. Hafs reviewed the funding details of the Great Lakes Restoration Initiative (GLRI) grant. The GLRI grant for Silver Creek is \$1,680,000 for five years. He stated a NEW Water grant team assisted him in the grant application process. He reported the Fox Wolf Watershed Alliance (FWWA) applied for a grant through the Great Lakes Restoration Initiative in the Lower Fox River basin and was successful to receive a \$4,200,000 grant. He stated staff will work to coordinate efforts on both of these projects.

T. Sigmund stated that staff met with the State Conservationist from the National Resource Conservation Service (NRCS) last Friday. He stated the State Conservationist reviewed the documentation for the Silver Creek Project and indicated the NRCS can provide resources for that project.

There being no further business to come before the Commission, the meeting adjourned at 10:35 a.m.

**GREEN BAY METROPOLITAN SEWERAGE DISTRICT**

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**Secretary**