

GREEN BAY METROPOLITAN SEWERAGE DISTRICT
PROCEEDINGS OF THE COMMISSION

Regular meeting of the Commission held February 25, 2015.

PRESENT: Commissioners Hasselblad, Blumreich, Tumpach, and Mainz (via telephone)

EXCUSED: Commissioner Hoffmann

ALSO PRESENT: T. Sigmund, P. Kaster, P. Wescott, N. Qualls, M. Diaz, B. Angoli, B. Brown, L. Sarau, J. Klingbeil, E. Wilcox, B. Bartel, J. Cypinski, T. Garrison, T. Brown, M. Urbancic, J. Smudde, J. Van Sistine, J. Nicks—Legal Counsel

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

Commissioner Hasselblad gave a brief summary on the NACWA 2015 Winter Conference that she attended in early February.

1) Safety moment.

T. Sigmund stated NEW Water, the brand of the Green Bay Metropolitan Sewerage District, safety focus for February was hazardous communication. He stated the Occupational Safety and Health Administration (OSHA) has changed its label requirements for chemicals by adding pictograms and safety data sheets. NEW Water employees are aware of the pictograms and what they mean, and where the safety data sheets are stored.

2) Approval of minutes of Commission meeting held January 28, 2015.

Motion #15-008

It was moved by Blumreich, seconded by Tumpach, and unanimously agreed to approve the January 28, 2015 minutes as distributed.

3) Preliminary December financials.

M. Diaz stated the financial audit will be conducted next week. She reported total operating revenues for the month of December were favorable to budget by 20%. Leading the favorable results were user fees and other revenues. She stated year-end 2014 total operating revenues were favorable to budget by 10% due to other revenue from septage from the three cheese facilities and user fees from more precipitation received than budgeted. She reported total operating expenses for the month of December were unfavorable to budget by 18% or (\$286,000) due to benefits of compensated absences year-end accrual, contracted services, and chemicals. Year-end 2014 total operating expenses were favorable to budget by 5% or \$936,000. Leading the favorable results were: salaries

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and benefits – one unfilled position as of December and several unfilled positions from prior months; power – budget projections were higher than actual unit costs; maintenance plant – less maintenance at both facilities; chemicals – less chemical usage than budgeted; contracted services – projects not completed for 2014 from Environmental and Engineering Departments, and other projects coming in under budget from Operations; and solid waste disposal – less sludge hauled to landfill than budgeted. She stated the net loss for the month of December was (\$1,700,000) from non-operating expenses of depreciation and loss on disposal of fixed assets primarily from reconciling the interceptors' costs.

4) Sewer plan approval:

a) Village of Hobart 2320-15-01; GBMSD Request 2015-02

B. Angoli reported the Village of Hobart is requesting 556 ft. of 8-inch sewer on future Founders Terrace and 666 ft. of 8-inch sewer on future Larsen Orchard Parkway. He stated flow would be tributary to NEW Water's Duck Creek Interceptor.

Motion #15-009

It was moved by Blumreich, seconded by Tumpach, and unanimously agreed to approve the Village of Hobart 2320-15-01 sewer plan subject to favorable review by Brown County Planning and final approval by the Wisconsin Department of Natural Resources (WDNR).

5) 2014 year-end safety statistics.

J. Klingbeil reported the Public Sewerage Treatment Facilities recordable incident rate for 2013 was 6.7 and Private Sewerage Treatment Facilities was 3.4. He stated OSHA regulates private sewerage treatment facilities. He reported NEW Water's Experience Modification Factor is below industry average, which means reduced workers' compensation premiums and employee injuries are less severe and more infrequent than industry average. NEW Water has increased the level of awareness of its Health and Safety Management System and its near-miss reporting by 20%.

Commissioner Hasselblad asked what NEW Water's DART (Days Away, Restricted and Transferred) rate would be. J. Klingbeil will provide the Commission with that information.

Commissioner Blumreich asked about the correlation between safety record and near-miss reporting. J. Klingbeil replied near-miss reporting looks at leading indicators that cause injuries. Commissioner Blumreich asked what the top two injuries are. J. Klingbeil replied lacerations and contusions.

Commissioner Mainz asked if there is consistency in recordable injury criteria. J. Klingbeil replied yes, NEW Water uses OSHA criteria from year to year.

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Commissioner Hasselblad asked staff to provide the Commission with a mid-year safety report.

6) **2014 Water Quality Programs update.**

E. Wilcox gave a presentation on the 2014 Water Quality Programs, as follows:

- Program Overview
- Ambient Water Quality Monitoring Program
- River & Bay Sampling
- Long Term Trend Data for Total Phosphorus (TP) and Total Suspended Solids (TSS)
- Long Term Trend Data for TP and Chlorophyll a
- Silver Creek Pilot Project Background
- Silver Creek Pilot Project
- 2014 Seasonal TP and TSS Trends
- WDNR Mean TP and TSS
- Unique Opportunity

7) **Update of projects:**

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

B. Angoli reported NEW Water received the contractor's prequalification documents for bidding in January on Contract 34 Digestion and Solids Facility. NEW Water received prequalification documents from nine general contractors, five mechanical contractors, five electrical contractors, and three third tier subcontractors. He stated NEW Water and the designer will review these documents and notify the contractors if they have been prequalified to bid. Staff has finished the 90% review for Contract 34 and comments were provided back to the designer for review and incorporation. Staff, consultant, and legal counsel are finalizing comments to the WDNR on NEW Water's construction air permit by February 26. A workshop was held on February 12 to review the nutrient recovery 60% design documents. He stated the tentative schedule for bidding Contract 34 will be bid advertisement first week of April, receive bids end of May, and award the contract at the June Commission meeting.

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

B. Brown reported the project is moving forward as planned. He stated NEW Water is waiting for delivery of undamaged doors and windows. As of February 24, the power is going through the new Switchgear Building. He stated the power to the old building will be shut down today.

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

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L. Sarau stated work continues in the preparation phase. She stated work has begun on the installation of the PLC, panelboard, and lighting panel. She stated the MCC is scheduled to ship by March 17 and a decision will be made regarding installation of the MCC once it arrives.

Commissioner Hasselblad asked if there is a concern that the MCC will not be installed before the disinfection season. L. Sarau replied yes.

d) WDNR Laboratory Audit

M. Urbancic reported the NEW Water Laboratory was audited by the WDNR on July 29 – 31, 2014. He stated the audit went well and a few deficiencies were discovered, but nothing major. He stated the next audit will be done in 2017 or 2018. He stated since the 2010 audit, the Lab staff has either changed positions or are new employees. He invited the Commission to tour the laboratory.

8) Operation report:

a) Effluent quality for January

P. Wescott reported both facilities were in full compliance with effluent limits for January. He stated NEW Water previously reported TSS to the level of detection conducted by its Lab, which has been one. He stated the WDNR interprets any value less than the level of detection as a zero for reporting purposes. The De Pere Facility often times treats TSS down to the level of detection. In 2015 NEW Water has made a change to its effluent report as presented to the Commission. Any result that is below the level of detection will be reported as zero. He stated this is not a process change.

T. Sigmund reported TSS and phosphorus will now be recorded in mass rather than concentration or pounds rather than mg/L. The Green Bay and De Pere Facilities will now be combined for those two parameters.

b) Air quality for January

P. Wescott reported there was one event during the month of December that resulted in a "Deviation Notification" submittal to the WDNR. He stated Incinerator No. 1 had a plugged fluid strainer that resulted in the loss in scrubber tray water flow causing the induced draft fan to shut down resulting in the emergency bypass damper opening. Staff cleaned out the plugged strainer, the scrubber tray water flow was restored, the induced draft fan was started, and the emergency bypass damper was closed. He stated that the power switching over the last six months resulted in the SCADA system defaulting back to a 30-second delay, which is not enough time for the operator to correct the fluid strainer issue. The correct delay time was entered into the SCADA system.

9) Executive Director's report:

a) March Commission meeting

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The March Commission meeting will be held Wednesday, March 25, 2015, beginning at 8:30 a.m. Commissioner Blumreich will not be present for that meeting.

b) Update on Interceptor Cost Recovery Reserve

Over a year ago a workshop was held on the Interceptor Cost Recovery Reserve, and the Commission requested a future workshop be held. The Interceptor Master Plan has as one of its elements to develop a long-term capital improvement plan. Staff would like to wait until after this plan is developed by early 2016 to hold the Interceptor Cost Recovery Reserve workshop, which would allow staff to make good decisions.

c) NACWA 2015 National Environmental Achievement Award

The NACWA 2015 National Environmental Achievement Award and a brochure containing the winners of the other events were displayed on the Commission table.

Commissioner Hasselblad congratulated Tricia Garrison on the award.

NEW Water will submit applications for the NACWA Platinum Awards for the Green Bay and De Pere Facilities. In March NEW Water will submit an application for the Excellence in Management Recognition Program.

d) Heating boiler repair update

P. Wescott stated in January the Commission approved the heating boiler repair work. The solid deposits in the boiler were almost entirely composed of magnetite. He stated the heating system in the Administration Building needs to run at a lower pH, while the heating system for the rest of the plant requires a higher pH. The lower pH level was intended to protect the aluminum components in the Administration Building boilers; instead it caused the magnetite film layer to be stripped off of the main heating loop piping. The Administration Building heating loop has been isolated from the main loop. The actual cost of the repairs was less than \$100,000. A claim was submitted to the insurance company and a check was issued in the amount of \$53,000.

NEW Water was highlighted at the Career and Technical Education Summit hosted by the Green Bay Area Public School District for its Science Technology Engineering and Math (STEM) partnership collaborations through its Youth Apprenticeship Program. Rita Krause and Jake Becken represented NEW Water at the event.

Recently the Village of Allouez Board toured NEW Water's Green Bay Facility. The Village of Allouez Board appreciated the tour and now has a lot more insight into the facility.

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Commissioner Hasselblad congratulated Commissioner Blumreich on his pending retirement.

J. Nicks stated that he reviewed the 1,800 pages of the Governor's budget proposal and there appears to be no changes to State Statute 200, which governs Metropolitan Sewerage Districts.

T. Sigmund stated that NEW Water is monitoring the Governor's proposed changes to the Local Government Property Insurance Fund. NEW Water will likely submit comments.

There being no further business to come before the Commission, the meeting adjourned at 10:49 a.m.

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Secretary