

GREEN BAY METROPOLITAN SEWERAGE DISTRICT

PROCEEDINGS OF THE COMMISSION

Regular meeting of the Commission held January 27, 2016.

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

ALSO PRESENT: T. Sigmund, P. Wescott, P. Kaster, N. Qualls, T. Brown, T. Crevier, M. Diaz, T. Garrison, S. Stainton, B. Oldenburg, B. Angoli, L. Sarau, B. Brown, B. Bartel, J. Czipinski, M. Urbancic, B. Vander Loop, B. Butterfield, J. Van Sistine, J. Nicks & J. Smies–Legal Counsel; P. Huettenrauch–365 Reporting, LLC; E. Rakers–City of De Pere; M. Heckenlaible–City of Green Bay; C. Berndt–Village of Allouez; K. Oleszko–U.S. Paper Mills-Sonoco

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

1) **Safety moment.**

T. Sigmund provided a handout on hearing protection. He stated both earplugs and earmuffs provide a physical barrier that reduces inner ear noise levels and prevents hearing loss from occurring.

Commissioner Hasselblad stated NEW Water is using OSHA's incident rate and the DART rate to keep employees safe.

2) **Public hearing on the Sewer Use Ordinance.**

Commissioner Hasselblad stated the next agenda item is a public hearing on proposed revisions to the Green Bay Metropolitan Sewerage District's (GBMSD) Sewer Use Ordinance. She asked Attorney Joe Nicks if the procedure requirements have been met.

J. Nicks stated a public notice of the hearing was published in the Green Bay Press-Gazette 30 days in advance and a written notice was provided to the clerks of the municipalities, which meets the procedural requirements. He provided the Affidavit of Publication and the Affidavit of Mailing to the court reporter to be marked as Exhibits 1 and 2.

Commissioner Hasselblad asked Bill Oldenburg, Pretreatment Program Coordinator, to provide some factual background about the proposed changes to the Sewer Use Ordinance.

B. Oldenburg stated in addition to the state statute requirements, the information provided in the Commission packet was also emailed to all stakeholders. An informative meeting was held on January 13 and two customers attended.

Commissioner Mainz asked who attended the meeting. B. Oldenburg replied the Cities of Green Bay and De Pere.

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B. Oldenburg stated GBMSD staff met with the Cities of Green Bay and De Pere, Dyckesville Sanitary District, and Village of Howard to discuss some of the changes, and phone calls were made to Bayshore Sanitary District and the Village of Hobart.

B. Oldenburg reported two written comments were received from the Village of Allouez and the City of Green Bay. He then gave a brief summary of the proposed changes, as follows:

- Chapter 2 – Definitions
- Chapter 4 – Approval and Construction of Collection Systems
- Chapter 9 – Sewerage Services Charges
- Chapter 13 – Capacity, Management, Operation and Maintenance Program (CMOM)

Commissioner Hasselblad asked if staff responded to the communications. B. Oldenburg replied yes, written communication was sent to the Village of Allouez and staff spoke to the City of Green Bay.

Commissioner Hasselblad stated the Commission is now going to hear comments from the public. She asked if there was anyone who would like to comment about the proposed revisions to the Sewer Use Ordinance.

E. Rakers, engineer for the City of De Pere, stated De Pere had a concern with the elimination of the Inflow and Infiltration (I/I) credit under 9.15. He stated De Pere and GBMSD staff worked together, and De Pere is willing to forgo its concerns because of the inclusion of language under 4.12 which specifically allows the consideration of sanitary laterals to be connected to interceptor sewers on a case-by-case basis, therefore, not requiring De Pere to put in a secondary sewer. De Pere is also satisfied with GBMSD's approach to televising sewers on a five-year basis and addressing infiltration that occurs on pipe as a standard practice. He stated De Pere is not opposed to the removal of the I/I credit.

Commissioner Mainz asked if GBMSD staff was responsive. E. Rakers replied yes.

Commissioner Hasselblad asked again if there was anyone else who would like to comment on the proposed revisions to the Sewer Use Ordinance. Hearing none, the public hearing closed at 8:47 a.m.

3) **Request Commission approval of the proposed language changes to the GBMSD Sewer Use Ordinance.**

Motion #16-001

It was moved by Mainz, seconded by Blumreich, and unanimously agreed to approve the proposed language changes to the GBMSD Sewer Use Ordinance. (See Commission File #16-001)

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Commissioner Mainz commended Bill Oldenburg on the great work that he does with GBMSD customers.

4) Introduce the new part time Payroll/Human Resources Specialist, Tina Crevier.

T. Brown introduced Tina Crevier, the new part time Payroll/Human Resources Specialist. Ms. Crevier started at NEW Water, the brand of the Green Bay Metropolitan Sewerage District, on November 30, 2015.

T. Crevier stated that she is a lifelong resident of Ashwaubenon, graduated from Ashwaubenon High School, and has eight years of payroll and human resources experience. She has two grown daughters and a granddaughter. She is happy to be here, and everyone has been very nice.

The Commission welcomed her.

5) 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 force mains
- b) Claim by Fox River Fiber
- c) Employment performance review

Motion #16-002

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.

6) Reconvene in open session.

Motion #16-003

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

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7) Commission decision on claim by Fox River Fiber.

Motion #16-004

It was moved by Blumreich, seconded by Mainz, and unanimously agreed to deny the claim by Fox River Fiber.

8) Approval of minutes of Commission meeting held December 2, 2015.

Motion #16-005

It was moved by Blumreich, seconded by Mainz, and unanimously agreed to approve the December 2, 2015 minutes as distributed.

9) November financials.

M. Diaz reported total operating revenues for the month of November were favorable to budget by 12%. She stated leading the favorable results were more precipitation received from user fees and revenues of septage from the three cheese facilities. Year to date total operating revenues were favorable to budget by \$2.7 million. Leading the favorable results were: other revenues from septage from the three cheese facilities, which was 84% of total other revenues; increased loads from user fees from more precipitation received than budgeted.

B. Vander Loop stated revenue from septage from the three cheese facilities will be declining in 2016. Belgioioso Cheese will be building its own treatment facility.

M. Diaz reported total operating expenses for the month of November were favorable to budget by 5%. Year to date total operating expenses were favorable to budget by 6%. She stated leading the favorable results were: salaries and benefits, chemicals, contracted services, natural gas and fuel oil, and solid waste. Net income for the month of November was \$896,000.

Commissioner Blumreich asked about the favorable interest expense to budget of \$2.3 million. M. Diaz replied the favorable expense to budget is due to delay in projects and interest rate.

Commissioner Hasselblad asked about September's operating revenues and May's operating expenses. M. Diaz replied other revenues from septage from the three cheese facilities impacted September's operating revenues. She will provide more information to the Commission.

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10) Sewer plan approval:

a) City of De Pere Project No. 16-04A; GBMSD Request 2016-01

B. Angoli stated the City of De Pere is requesting 1,372 ft. 8-inch PVC sanitary sewer from Fortune Avenue to Ventura Avenue, and 703 ft. of 8-inch PVC sanitary sewer on Richco Road between Red Maple Road and American Boulevard.

Motion #16-006

It was moved by Meinz, seconded by Hoffmann, and unanimously agreed to approve the City of De Pere Project No. 16-04A sewer plan subject to favorable review by Brown County Planning and final approval by the Wisconsin Department of Natural Resources (WDNR).

11) Communications & Education 2015 year-end summary.

T. Garrison and S. Stainton gave an update on the efforts of the Communications and Education Department in 2015, as follows:

- Telling the NEW Water Story
- The Value of Water
- Public Affairs
- Education & Public Outreach
- Partnering With Our Community
- Informing Our Community
- Celebrating Our Staff Inside and Outside the Fence
- Peer Recognition
- Protecting Our Most Value Resource, Water

The Commission thanked Tricia Garrison and Stefanie Stainton for their efforts.

12) Review draft 2015 Strategic Plan.

T. Sigmund stated the draft strategic plan was mailed out to the Commission. He asked if the draft plan met the Commission's expectations. He stated a letter was drafted on behalf of the Commission and a draft message from the Executive Director. The draft strategic plan was provided to the Management Team for review.

Commissioner Hasselblad suggested to change Green Bay to region. T. Sigmund replied it was intended to refer to the bay of Green Bay, and he will clarify it.

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Commissioner Hasselblad stated the strategic plan is a good distillation of the hours involved in planning. The document is accurate and reports what was intended. She provided some grammatical edits.

Commissioner Mainz questioned EPC's name on the front cover. He stated NEW Water staff and the Commission worked on the strategic plan, and it should reflect that. He commented it should be the 2016 Strategic Plan, not 2015. He stated a number of items is scheduled to be completed by June, and asked if staff can meet that deadline. T. Sigmund replied the Executive Team has reviewed the dates and feel they are accurate. Staff will move forward with adding the graphics.

13) Update of projects:

a) Contract 34 Digestion and Solids Facility

B. Angoli reported Milestone No. 2 requiring the use of temporary septage receiving station along the high strength waste collection site has been completed. He stated sheeting for the solids facility and anaerobic digester has also been completed. The piling work and demolition of concrete and installation of conduit in the Thickening Building continues. He stated the concrete was poured for the sump and elevator pits for the Solids Building.

b) Green Bay Facility Disinfection System Upgrades

L. Sarau reported J.F. Ahern Co. has completed the excavation work to replace the sodium bisulfite solution piping between the Dechlorination Building and the Chlorine Contact Basins. Restoration work continues. She stated all containment areas except in the Dechlorination Building have been coated with a chemical resistant coating. She stated most of the new double containment piping has been placed in the tunnels, and the new water heaters have been installed that will provide tepid water for the eye wash and showers. Staff is working on some change orders for additional work. The costs of the change orders are within the approved contingency.

c) Contract 33 Primary Switchgear and Utility Relocation

B. Brown reported the contractors, engineers, and NEW Water staff have been working to determine the cause of sporadic communication faults in multiple switchgear power monitors. He stated the operations and maintenance manuals have been reviewed. He stated any future issues will be addressed as warranty claims. NEW Water is waiting to receive a response from the U.S. Department of Labor on the proper wage rate before closing out the project and requesting the Commission to sign the Davis Bacon Wage Rate Compliance Certification. NEW Water is withholding final payment to the contractor until the wage rate issue is resolved.

14) Operation report:

a) Effluent quality for November and December

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P. Wescott reported both facilities were in full compliance with all effluent limits for the months of November and December. The De Pere Facility (DPF) tied a series of performance records in November. The Green Bay Facility (GBF) set a new performance record for Carbonaceous Biochemical Oxygen Demand in November, and tied performance records for Ammonia in November and December.

P. Wescott reported on a peak rainfall event that occurred on December 14, 2015. He stated the DPF was pumping 54 million gallons per day and the GBF was pumping over 120 million gallons per day. He reported a release of 500 gallons of treated effluent was released on the GBF grounds when an effluent manhole cover was dislodged from the manhole frame caused by the rain event. The manhole cover was secured and the event was reported to the WDNR.

b) Air quality for November and December

P. Wescott reported the GBF was in compliance with all air quality limits for the months of November and December. He stated there was a total of 80 minutes of bypass damper openings for 2015.

15) Executive Director's report:

a) February Commission meeting

The February Commission meeting will be held Monday, February 29, 2016, beginning at 8:30 a.m.

b) Executive Director approved agreements

A list of agreements approved by the Executive Director was provided in the Commission packet.

c) EPA 2012 Clean Watersheds Needs Survey

The recently released EPA 2012 Clean Watersheds Needs Survey is available on line. A two-page summary and a page produced for every state included in EPA Region 5 was included in the Commission packet.

d) WPDES Permit update

NEW Water challenged its WPDES Permit issued by the WDNR in July 2014. The issue has been resolved and the WDNR issued a new WPDES Permit to NEW Water on December 16, 2015. The permit is effective January 1, 2016 and expires June 30, 2019.

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e) Commission per diem compensation

A summary of Commissioner per diem compensation for six metropolitan sewerage districts in Wisconsin was provided in the Commission packet.

f) Commission approved NEW Water Human Resources policies

The Commission approves some of NEW Water policies, including the Human Resources and Benefits Manual and the Salary Administration Policy. There are a number of policies referenced in the Human Resources and Benefits Manual that are stand-alone policies, and have been categorized as administrative policies that the Executive Director approves. Staff is looking for Commission direction on policy approval requirements.

Commissioner Hasselblad stated that she would defer to the Human Resources Manager and legal counsel on best practices on Human Resources policy approval requirements.

J. Nicks stated the state statutes are quite sparse on policy approval requirements. He stated the Commission has to trust staff's judgement on running the plant. He stated unclear policy areas may be reported to the Commission under the Executive Director's report or come before the Commission for approval.

T. Sigmund stated a Treatment Leader will be celebrating 40 years of service on Friday.

There being no further business to come before the Commission, the meeting adjourned at 10:25 a.m.

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Secretary