

GREEN BAY METROPOLITAN SEWERAGE DISTRICT
PROCEEDINGS OF THE COMMISSION

Regular meeting of the Commission held February 29, 2016.

PRESENT: Commissioners Blumreich, Tumpach, and Mainz (via Telephone)

EXCUSED: Commissioners Hasselblad and Hoffmann

ALSO PRESENT: T. Sigmund, P. Wescott, P. Kaster, N. Qualls, M. Diaz, B. Angoli, B. Brown, L. Sarau, J. Klingbeil, E. Wilcox, B. Bartel, M. Urbancic, B. Vander Loop, J. Smudde, T. Garrison, J. Van Sistine, J. Smies–Legal Counsel; C. Berndt–Village of Allouez; E. Rakers–City of De Pere

Commission Secretary Blumreich called the meeting to order at 8:34 a.m.

1) Safety moment.

T. Sigmund reported falls are the most common incidents for office workers. He provided safety tips for office personnel.

2) Approval of minutes of Commission meetings held January 27 and February 10, 2016.

Motion #16-009

It was moved by Mainz, seconded by Tumpach, and unanimously agreed to approve the January 27 and February 10, 2016 minutes as distributed.

3) Preliminary December financials.

M. Diaz reported the financial audit is being conducted this week, and that is why the December financials are preliminary. She stated total operating revenues for the month of December were favorable to budget by \$994,000 or 40%. Leading the favorable results were more precipitation received than budgeted, especially from the December 14 rain event. Year to date total operating revenues were favorable to budget by 11% or \$3,700,000. Leading the favorable results were other revenues from septage from the three cheese facilities and more precipitation received than budgeted, especially the rain events in September and December. She reported total operating expenses for the month of December were unfavorable to budget by (\$434,000) or 27% due to more expenditures than budgeted. Year to date total operating expenses were favorable to budget by \$545,000 or 3%. She stated leading the favorable results were: contracted services, chemicals, natural gas and fuel oil, and salaries and benefits. Net income for the month of December was \$1,000,000.

Commissioner Mainz questioned the unfavorable expenses for December. T. Sigmund replied that staff did not anticipate the amount of precipitation received in December. He stated both plants were operating at capacity for a long period of time, and waste haulers were not able to apply waste to the fields so it was brought to NEW Water, the brand of the Green Bay Metropolitan Sewerage District.

GREEN BAY METROPOLITAN SEWERAGE DISTRICT

02/29/16

Cont'd

PROCEEDINGS OF THE COMMISSION

- 4) **Request Commission approval to award the construction contract for the De Pere Facility Gravity Filter Building HVAC System Upgrade Project 13-028-CO to Great Lakes Mechanical, Inc.**

B. Brown reported a comprehensive De Pere Facility Effluent Filtration Backwash System Rehabilitation Study was conducted by Strand Associates, Inc. He stated the study was intended to look at the overall operation and infrastructure. NEW Water and Strand staff determined from the study that the construction scope could be reduced. He stated operational concerns related to backwash cycling never materialized. He stated the project would replace or upgrade the HVAC equipment and provide isolation gates for the two banks of effluent filters within the Effluent Filtration Building. He stated an alternative bid item was added. He reported two bids were received, and Great Lakes Mechanical, Inc. was the low bidder. Staff requested Commission approval to award the construction contract to Great Lakes Mechanical, Inc. in the amount of \$341,400 and a \$34,000 contingency for a total amount of \$375,400.

Commissioner Blumreich asked if staff completed an evaluation of Great Lakes Mechanical's financial status as recommended by Strand Associates. B. Brown replied yes.

Commissioner Mainz asked if staff was comfortable moving forward with this project. B. Brown replied yes.

Motion #16-010

It was moved by Mainz, seconded by Tumpach, and unanimously agreed to award the construction contract for the De Pere Facility Gravity Filter Building HVAC System Upgrade Project 13-028-CO to Great Lakes Mechanical, Inc. in the amount of \$341,400 and a 10% contingency of \$34,000 under the authority of the Executive Director for a total amount of \$375,400.

- 5) **Request Commission approval of the 8th Street Sanitary Sewer Basin Letter Agreement with the City of De Pere and to authorize the Executive Director to sign the agreement.**

L. Sarau stated the City of De Pere has requested to redirect wastewater from a small drainage basin near 8th Street from the West Side Interceptor to the Ninth Street Interceptor. This will allow the City of De Pere to relay the sanitary sewers at an increased depth and slope, which allows for increased operation and easier maintenance. She stated the additional flow will not exceed the capacity of the Ninth Street Interceptor. A letter agreement has been drafted and is based upon Article 8.12 of the Annexation and Consolidation Agreement. Staff requested Commission approval of the 8th Street Sanitary Sewer Basin Letter Agreement and to authorize the Executive Director to sign the agreement.

GREEN BAY METROPOLITAN SEWERAGE DISTRICT

02/29/16

Cont'd

PROCEEDINGS OF THE COMMISSION

Motion #16-011

It was moved by Mainz, seconded by Tumpach, and unanimously agreed to approve the 8th Street Sanitary Sewer Basin Letter Agreement with the City of De Pere and to authorize the Executive Director to sign the agreement.

6) Request Commission approval to withdraw from the Local Government Property Insurance Fund.

P. Kaster requested Commission approval to withdraw from the Local Government Property Insurance Fund. He stated for a number of years NEW Water has received very reasonable insurance rates, but this year the premium for property insurance has increased by 156%. Staff is in the process of looking at two brokerage firms for alternatives, and the preliminary numbers are looking much better.

Commissioner Mainz asked why there was such an increase in the Local Government Property Insurance rate. P. Kaster replied NEW Water was not given a reason for the increase.

Commissioner Mainz asked what brokerage firms NEW Water is looking at. P. Kaster replied EMC Chubb and League of Wisconsin Municipality Mutual Insurance Company. He stated NEW Water will probably see an increase in rates, but it will be well below the increase from the Local Government Property Insurance Fund.

Motion #16-012

It was moved by Tumpach, seconded by Mainz, and unanimously agreed to withdraw from the Local Government Property Insurance Fund.

7) Request Commission approval of the NEW Water 2016 Strategic Plan.

T. Sigmund stated a draft of the 2016 Strategic Plan was presented at the January Commission meeting. The feedback provided by the Commission was incorporated into the Strategic Plan. Staff has reviewed the schedule and measures in the Maximo software for the risk-based asset management. He stated the graphics and colors are not complete. Staff requested Commission approval of the content.

Commissioner Mainz stated the Strategic Plan looks good and he appreciates staff's effort.

Motion #16-013

It was moved by Mainz, seconded by Tumpach, and unanimously agreed to approve the NEW Water 2016 Strategic Plan.

GREEN BAY METROPOLITAN SEWERAGE DISTRICT

02/29/16

Cont'd

PROCEEDINGS OF THE COMMISSION

8) Sewer plan approval:

a) Village of Howard Project No. 16003; GBMSD Request 2016-02

B. Angoli reported the Village of Howard is requesting approval of 641 ft. of 8-inch sanitary sewer located on Evergreen Avenue, 1,337 ft. of 8-inch sanitary sewer located on future Bucky's Run, and 296 ft. of 8-inch PVC sanitary sewer located on future Rustic Heights.

b) City of De Pere Project No. 16-02; GBMSD Request 2016-03

B. Angoli reported the City of De Pere is requesting approval to replace various existing sanitary sewers tributary to the Ninth Street Interceptor.

Motion #16-014

It was moved by Tumpach, seconded by Mainz, and unanimously agreed to approve the Village of Howard Project No. 16003 and City of De Pere Project No. 16-02 sewer plans subject to favorable review by Brown County Planning and final approval by the Wisconsin Department of Natural Resources (WDNR).

9) 2015 year-end safety statistics update.

J. Klingbeil gave a 2015 year-end safety statistics update. He reported NEW Water had two recordable incidents in 2015. The recordable incident rate for public sewerage treatment facilities is 5.5, and 5.3 for private sewerage treatment facilities. NEW Water's recordable incident rate for 2015 was 2.24, and lost time incident rate was 1.12. In 2016 all NEW Water employees have a safety goal, and the safety vision and mission statements are reviewed at the monthly safety training. He stated a safety audit was completed in August 2015, and a Gantt chart on the safety audit implementation schedule was developed to track the status and progress of each item. The Safety Committee has developed and adopted a 2016 Safety Improvement Plan. NEW Water will be working with Lakeshore Technical College to provide customized staff training on emergency management. NEW Water will also implement a plan to provide opportunities for staff to submit safety improvement ideas to the Safety Committee as a funding source to achieve reduction in risk and injury to the organization. He stated in 2015 NEW Water had 27 near miss reports submitted. NEW Water has communicated to its employees the importance of near miss reporting and through January and February 2016, 15 near miss reports have been submitted. The Business Services Division continues to work towards receiving the lowest workers compensation insurance costs. In 2015, NEW Water's total workers compensation cost represented \$0.42 per hour worked and in 2014 it was \$0.65 per hour worked, which was a savings of \$40,545.75.

Commissioner Mainz asked if the Green Bay Fire Department has visited NEW Water's construction site. J. Klingbeil replied that he will coordinate with the contractor to have the Green Bay Fire Department tour the construction site.

GREEN BAY METROPOLITAN SEWERAGE DISTRICT

02/29/16

Cont'd

PROCEEDINGS OF THE COMMISSION

10) 2015 Aquatic Monitoring Program updates.

E. Wilcox gave an update on the 2015 Aquatic Monitoring Program, as follows:

- Great Lakes Surface Environmental Analysis
- NEW Water Sample Sites
- 2015 River and Bay Summary
- Aquatic Monitoring Program
- Long Term Trend Data for Total Phosphorus and Total Suspended Solids
- Silver Creek Watershed Sample Sites
- Silver Creek Total Phosphorus and Total Suspended Solids
- 2016 Field Season Goals
- Current Collaborations

Commissioner Mainz thanked Erin Wilcox for her excellent work and the update.

T. Sigmund stated that NEW Water has been meeting with the WDNR on Adaptive Management and expanding its work into the Duck Creek area. E. Wilcox provided some statistics on river versus bay water quality.

11) Update of projects:

a) Contract 34 Digestion and Solids Facility

B. Angoli reported Contract 34 is moving along very well. He stated contractor work was completed on Digester No. 1 piles. Pile testing for Digester No. 2 was completed and passed testing requirements. He stated the Solids Building underdrain piping is being installed and concrete is being poured. He stated work has begun on the new septage receiving facility. He stated in the last couple of weeks a majority of the base slab concrete for the Solids Building has been poured. On average, between 270 – 350 cubic yards of concrete have been poured for each base slab.

b) Green Bay Facility Disinfection System Upgrades Project

L. Sarau reported contract work on the Green Bay Facility (GBF) Disinfection System Upgrades Project is progressing according to schedule. The piping has been completed in all the chemical feed areas and in the sodium hypochlorite bulk storage area. The chemical resistant coating in the Dechlorination Building has been completed. J.F. Ahern is working in the Dechlorination Building on the sodium bisulfite feed area. The subcontractors on the project are working on final electrical connections and pipe painting and labeling. The project is expected to be wrapping up during the next reporting period with equipment start up and functional testing scheduled for the end of March.

GREEN BAY METROPOLITAN SEWERAGE DISTRICT

02/29/16

Cont'd

PROCEEDINGS OF THE COMMISSION

Commissioner Blumreich asked about the labor rates. L. Sarau replied staff is still working on the labor rates, and staff is working on it in conjunction with the R2E2 Project because both projects have the same contractor.

12) Operation report:

a) Effluent quality for January

P. Wescott reported both facilities were in full compliance with all effluent limits for the month of January. The GBF tied performance records for Ammonia for average daily concentration, average pounds discharged per day, and for total monthly pounds discharged. The De Pere Facility was in full compliance with the WPDES permit.

b) Air quality for January

P. Wescott reported the GBF was in compliance with all air quality limits for the month of January, and there were no events which would have resulted in a deviation notification submittal to the WDNR.

13) Executive Director's report:

a) March Commission meeting

The March Commission meeting will be held Wednesday, March 23, 2016, beginning at 8:30 a.m.

b) World Water Day celebration

On March 18, 2016 NEW Water will partner with the Green Bay Water Utility to hold its third annual World Water Day celebration at the Jack Day Center. A NEW Watershed Champion Award will be presented. The Commission is invited to attend. The mayor will be attending, and Brown County Executive Troy Streckenbach has been invited to speak.

There being no further business to come before the Commission, the meeting adjourned at 9:30 a.m.

GREEN BAY METROPOLITAN SEWERAGE DISTRICT

Secretary