

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

Regular meeting of the Commission held March 23, 2016.

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

**ALSO PRESENT:** T. Sigmund, P. Wescott, P. Kaster, N. Qualls, B. Hafs, M. Diaz, B. Angoli, B. Brown, L. Sarau, B. Butterfield, E. Bellin, B. Oldenburg, J. Czypinski, M. Urbancic, B. Vander Loop, T. Brown, T. Garrison, S. Stainton, J. Van Sistine, J. Nicks–Legal Counsel; D. Daul, A. Wilhelms, & M. Steppe–Nicolet National Bank

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

**1) Safety moment.**

T. Sigmund stated due to the upcoming weather conditions, make sure to keep an appropriate amount of stopping distance between the vehicles in front of you when driving. He reported cold medicines usually have side effects such as drowsiness. Over 200,000 vehicle accidents result from drowsiness. He stated to be aware of the side effects when taking medications.

**2) Introduce Ed Bellin, the new Maintenance Mechanic.**

B. Butterfield introduced the new Maintenance Mechanic, Ed Bellin, who began his employment with NEW Water, the brand of the Green Bay Metropolitan Sewerage District, on February 29, 2016.

E. Bellin stated that he is married and has two children. At the age of 10 he was welding custom gutter grates for farmers. He served in the United States Navy for three years as an aircraft structural mechanic. He has been a part of the Millwright Union for 19½ years. He appreciates the opportunity to work at NEW Water.

The Commission welcomed him.

**3) Nicolet National Bank investment presentation.**

P. Kaster introduced Doug Daul, Anthony Wilhelms, and Mike Steppe from Nicolet National Bank, who are here today to talk about NEW Water's investment plan.

D. Daul from Nicolet National Bank stated that he works with NEW Water staff on the deposit side of banking, and he appreciates the opportunity to work with NEW Water.

A. Wilhelms and M. Steppe from Nicolet National Bank reviewed NEW Water's portfolio composition.

Commissioner Hasselblad asked what the most significant criteria used for performance is. M. Steppe replied the appropriate level of risk. He stated Nicolet Bank focuses on cash return, Local Government Investment Pool, and Barclays Index.

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The Commission asked Nicolet National Bank to provide quarterly reports.

- 4) **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.**
  - a) **Litigation involving force mains**

**Motion #16-015**

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.

- 5) **Reconvene in open session.**

**Motion #16-016**

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

- 6) **Approval of minutes of Commission meeting held February 29, 2016.**

**Motion #16-017**

It was moved by Mainz, seconded by Tumpach, and unanimously agreed to approve the February 29, 2016 minutes as distributed.

- 16) **Operation report:**
  - a) **Effluent quality for February**

P. Wescott reported both facilities were in full compliance with all effluent limits for the month of February. The Green Bay Facility tied performance records for Ammonia for average daily concentration, average pounds discharged per day, and for total monthly pounds discharged.

- b) **Air quality for February**

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P. Wescott reported the Green Bay Facility was in compliance with all air quality limits for the month of February, and there were no events which would have resulted in a deviation notification submittal to the Wisconsin Department of Natural Resources (WDNR). He stated there has been no bypass damper openings since June 2015. The new sewage sludge incinerators Maximum Achievable Control Technology (MACT) standards went into effect on March 21, 2016.

Commissioner Hasselblad asked what the difference was between Best Available Control Technology and MACT. P. Wescott will follow up and report back to the Commission.

#### 7) **January and February financials.**

M. Diaz reported total operating revenues for the month of January were favorable to budget by 11%. Leading the favorable results were user fees and other revenues from septage from the three cheese facilities. She stated total operating expenses for the month of January were favorable to budget by 5% due to less expenditures than budgeted from maintenance plant, natural gas and fuel oil, and salaries and benefits. Net income for the month of January was \$778,000.

M. Diaz reported total operating revenues for the month of February were favorable to budget by 6%. Leading the favorable results were user fees. She stated for the first two months of 2016, total operating revenues were favorable to budget by 8%. She reported total operating expenses for the month of February were favorable to budget by \$307,000 due to less expenditures than budgeted from contracted services, chemicals, maintenance plant, and natural gas and fuel oil. She stated for the first two months of 2016, total operating expenses were favorable to budget by 12%. Leading the favorable results were maintenance plant, chemicals, and natural gas and fuel oil. Net income for the month of February was \$750,000.

T. Sigmund stated other revenues from septage from the three cheese facilities is trending down closer to budget.

#### 8) **Request Commission approval of the revisions to the Salary Administration Policy.**

T. Brown stated in August 2014 major revisions were made to the Salary Administration Policy. The revisions were a result of the transition to a performance based pay program. Staff has developed a new process to provide a more structured approach to ensure regular review of all job descriptions on a three year review schedule. She stated there will be situations where a job description has had substantial changes, and will be reviewed on an as needed basis. She stated minor clarifications were also made to the policy. Staff recommended Commission approval of the Salary Administration Policy.

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**Motion #16-018**

It was moved by Mainz, seconded by Blumreich, and unanimously agreed to approve the revisions to the Salary Administration Policy to be effective immediately. (See Commission File 16-002)

**9) Request Commission approval to close out the Primary Switchgear and Utility Relocation Project 08-503-CO1 and issue final payment to Miron Construction Co., Inc.**

B. Brown reported Contract 33 began approximately two years ago. He stated two issues kept this project from being closed out. The contractor has addressed the random faulting and wage rate issues. He requested Commission approval to close out Contract 33 and issue final payment of \$25,000 to Miron Construction.

**Motion #16-019**

It was moved by Mainz, seconded by Hoffmann, and unanimously agreed to close out the Primary Switchgear and Utility Relocation Project 08-503-CO1 and issue final payment of \$25,000 to Miron Construction Co., Inc.

**10) Request Commission approval to execute the Davis-Bacon Wage Rate Compliance Certification for the Primary Switchgear and Utility Relocation Project 4198-44.**

B. Brown stated the compliance documentation is available to the Commission for review.

**Motion #16-020**

It was moved by Mainz, seconded by Blumreich, and unanimously agreed to execute the Davis-Bacon Wage Rate Compliance Certification for the Primary Switchgear and Utility Relocation Project 4198-44.

**11) Request Commission approval to award the 2016 Roof Replacement Project to Northern Metal & Roofing Co., Inc.**

B. Butterfield reported the Green Bay Facility Maintenance Building and De Pere Facility Influent Pump Station Building roofs need to be replaced. NEW Water sent out requests for proposals, and received three proposals. Northern Metal & Roofing Co., Inc. provided the lowest proposal. NEW Water has used Northern Metal & Roofing in the past and has been satisfied with the work. Staff requested approval to award the 2016 Roof Replacement Project to Northern Metal & Roofing.

Commissioner Blumreich asked if staff looked into a green roof. N. Qualls replied a green roof was not applicable due to the criticality of the De Pere Facility roof and all the penetrations in the Green Bay Facility roof.

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Commissioner Mainz asked about the roof replacements. P. Wescott replied two independent assessments were done on the roofs, indicating the roofs leak and have moisture issues.

#### **Motion #16-021**

It was moved by Mainz, seconded by Blumreich, and unanimously agreed to award the 2016 Roof Replacement Project to Northern Metal & Roofing Co., Inc. in the amount of \$832,650 and a 5% contingency of \$41,633 under the authority of the Executive Director for a total project amount of \$874,283.

#### **12) Sewer plan approvals**

##### **a) Village of Bellevue Project No. M-2500 Rodeo Drive; GBMSD Request 2016-04**

B. Angoli reported the Village of Bellevue is requesting approval of 791 ft. of an 8-inch pipe extension on Rodeo Drive.

##### **b) City of Green Bay 2016 Capital Projects; GBMSD Request 2016-07**

B. Angoli reported the City of Green Bay is requesting approval of its 2016 Capital Projects, with technical review and approval of the individual plans by NEW Water staff. Staff requested Commission approval of the sewer plans.

#### **Motion #16-022**

It was moved by Blumreich, seconded by Hoffmann, and unanimously agreed to approve the Village of Bellevue Project No. M-2500 Rodeo Drive and City of Green Bay 2016 Capital Projects, with technical review and approval to be done by NEW Water staff, subject to favorable review by Brown County Planning and final approval by the WDNR.

#### **13) 2015 enforcement summary and pretreatment update.**

B. Oldenburg stated it has been a good year for the pretreatment program. He stated there were zero enforcement actions for the first half of 2015. In the second half of 2015, there were four notices of noncompliance. He stated this is the second time in approximately 15 years that no industries will be published in the newspaper for significant noncompliance. He provided the history for the last five years on the four industries in noncompliance.

Commissioner Mainz asked if NEW Water has the appropriate policy. B. Oldenburg replied yes, NEW Water's policy follows the WDNR requirements.

Commissioner Mainz asked if the data is certified. B. Oldenburg replied yes, by a Wisconsin Certified Laboratory.

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#### 14) 2015 Industrial Achievement Awards.

B. Oldenburg reported there were 31 awards for 2015, and it is the first year an industry is eligible for the Platinum Award. There were seven Platinum Award winners for 2015. He acknowledged Stefanie Stainton and Colin Clark for their work with the awards program.

#### 15) Update of projects:

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

B. Angoli reported that with the nice weather the contractor has increased staffing for configuring and tying rebar for base slabs and wall and underdrain piping. He stated the contractor has been pouring base slabs and walls for the Solids Building. The digesters support piling has been completed and work has begun on the site preparation for base slab. He stated the contractor filed a claim for Digester No. 2 foundation H pilings for different site conditions. The engineer has reviewed and denied the claim, but approved the cost for retesting a new H pile. The contractor has requested a meeting regarding the claim.

##### b) Green Bay Facility Disinfection System Upgrades Project

L. Sarau reported the Green Bay Facility Disinfection System Upgrades Project is progressing according to schedule. She stated the majority of the work has been completed. Restoration of the construction site has not yet been completed. Functional testing should be done by the end of next week. Substantial completion will be done by the contract deadline of April 1, 2016.

#### 17) Executive Director's report:

##### a) March Commission meeting

T. Sigmund provided the Commission with a copy of the 2016 Strategic Plan. He stated every NEW Water employee, stakeholder, and customer will receive copies of the strategic plan. The strategic plan will also be available on NEW Water's website. He acknowledged Tricia Garrison and Jean Van Sistine for their work on the Strategic Plan.

Commissioner Mainz asked about updates on the 2016 Strategic Plan. T. Sigmund replied staff will provide bi-annual updates.

The April Commission meeting will be held Wednesday, April 27, 2016, beginning at 8:30 a.m.

##### b) Fox-Wolf Watershed Alliance Watershed Hero Award

On March 1, 2016 NEW Water received the Fox-Wolf Watershed Alliance Watershed Hero Award.

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**c) NACWA publications**

Jean Van Sistine will follow up with the Commission on which NACWA publications each Commissioner would like to receive.

**d) Commissioner email addresses**

Due to issues with the Commissioners e-mail addresses, staff proposed to eliminate the individual Commissioner e-mail addresses and replace them with one Commission e-mail address. The Commission agreed.

**e) World Water Day summary**

Congressman Reid Ribble received the Watershed Champion Award. His theme was "Power to Convene". Congressman Ribble was very deserving of the award. Thank you to Tricia Garrison and Stefanie Stainton for their efforts with World Water Day.

**f) Silver Creek video**

A video of Silver Creek was viewed, which showed the importance of buffer strips and field cover.

Commissioner Hasselblad stated World Water Day was a collaborative effort, and the work Bill Hafs and others are doing in Silver Creek was evident. She stated other attendees at the World Water Day event agreed that water is our greatest resource.

**g) Pat Smits promoted to Asset Reliability Coordinator**

Pat Smits was promoted to the Asset Reliability Coordinator, and will begin his new job on April 8, 2016. The Planner/Scheduler position has been filled and will be reported on at the next meeting. The Mechanical Team Leader position and a Mechanic position will need to be filled.

There being no further business to come before the Commission, the meeting adjourned at 10:15 a.m.

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**Secretary**