

GREEN BAY METROPOLITAN SEWERAGE DISTRICT
PROCEEDINGS OF THE COMMISSION

Regular meeting of the Commission held April 27, 2016.

PRESENT: Commissioners Hasselblad, Blumreich, Tumpach, and Hoffmann

EXCUSED: Commissioner Meinz

ALSO PRESENT: T. Sigmund, P. Wescott, P. Kaster, N. Qualls, B. Hafs, M. Diaz, J. Van Sistine, B. Angoli, B. Butterfield, J. Czypinski, M. Urbancic, B. Vander Loop, T. Garrison, J. Nicks–Legal Counsel

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

1) Safety moment.

T. Sigmund stated there are three types of heat exposure: heat stress, heat exhaustion, and heat stroke. He provided tips on preventive measures for heat exposure, and encouraged everyone to know the signs and to act quickly.

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.

a) Litigation involving interplant force mains

Motion #16-023

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.

3) Reconvene in open session.

Motion #16-024

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

4) Approval of minutes of Commission meeting held March 23, 2016.

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Motion #16-025

It was moved by Tumpach, seconded by Blumreich, and unanimously agreed to approve the March 23, 2016 minutes as distributed.

9) **Operation report:**

a) **Effluent quality for March**

P. Wescott reported both facilities were in full compliance with all effluent limits for the month of March. He stated there were higher than normal flows for March.

b) **Air quality for March**

P. Wescott reported the Green Bay Facility was in compliance with all air quality limits for the month of March, and there were no deviation notification submittals to the Wisconsin Department of Natural Resources (WDNR). He acknowledged staff's hard work in keeping NEW Water, the brand of the Green Bay Metropolitan Sewerage District, in compliance.

5) **March financials.**

M. Diaz reported total operating revenues for the month of March were favorable to budget by 14%. Leading the favorable results were user fees due to seasonal snowfalls, melting temperatures, and several rain events. She stated year to date total operating revenues were favorable to budget by 10% due to increased loads from user fees and other revenues from the three cheese facilities. Year to date, NEW Water has seen a reduction in other revenue from the three cheese facilities. Total operating expenses for the month of March were favorable to budget by 20% due to less expenditures than budgeted from contracted services, maintenance plant, and natural gas and fuel oil. Year to date total operating expenses were favorable to budget by 15%. Leading the favorable results were contracted services, maintenance plant, and natural gas and fuel oil. Net income for the month of March was \$1,144,000,000.

M. Diaz provided the Commission with additional information on investment income and reserve funds. T. Sigmund reviewed the reserve funds.

Commissioner Blumreich stated the additional information was helpful, and asked staff to add a legend to the document.

6) **Request Commission approval to change the Support Services Assistant casual position to a part-time position and the associated revision to the organizational chart.**

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J. Van Sistine reported the Support Services Department has had an intern position for many years. She stated most of the interns were not pursuing the Administrative Professional field, which limited the work that could be given to them. She stated due to the decline in applicants and the need for experience and reliability, the intern position was changed to a casual position. The Support Services Department has expanded its role within the organization, and has taken on more responsibilities to assist other departments. The Support Services Department is also transitioning the current paper central file system to an electronic records management system. She stated due to the increased workload, some duties have been put on hold. She stated this position is in the budget, so the proposed change would have minimal impact on the budget. She requested Commission approval to change the Support Services Assistant casual position to a part-time position effective May 8, 2016, and the associated revision to the organizational chart.

Motion #16-026

It was moved by Blumreich, seconded by Hoffmann, and unanimously agreed to change the Support Services Assistant casual position to a part-time position effective May 8, 2016, and the associated revision to the organizational chart. (See Commission File #16-003)

7) Sewer plan approvals

a) Village of Ashwaubenon Project No. A0017-91500700; GBMSD Request 2016-09

B. Angoli reported the Village of Ashwaubenon is requesting approval of 1,307 ft. of 12-inch PVC pipe located on Marlee Lane, 2,298 of 10-inch PVC pipe located on Brookwood Drive, and 40 ft. of 8-inch PVC pipe on Marlee Lane. He stated flow would be tributary to the Dutchman Creek Interceptor.

b) Town of Lawrence Project No. 0023-19-15; GBMSD Request 2016-08

c) Town of Lawrence Project No. K1029-9-15-00775; GBMSD Request 2016-10

B. Angoli reported the Town of Lawrence is requesting approval of 420 ft. of 8-inch PVC pipe located on Mahogany Circle and 550 ft. of 8-inch PVC pipe on Hoks Ridge Lane. He stated flow would be tributary to the Ninth Street Interceptor and Ashwaubenon Creek Interceptor respectively. Staff recommended Commission approval subject to favorable review and approval by Brown County Planning and the WDNR.

Motion #16-027

It was moved by Hoffmann, seconded by Blumreich, and unanimously agreed to approve the Village of Ashwaubenon Project No. A0017-91500700 and Town of Lawrence Project Nos. 0023-19-15 and K1029-9-15-00775 sewer plans subject to favorable review by Brown County Planning and final approval by the WDNR.

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8) Update of projects:

a) Contract 34 Digestion and Solids Facility

B. Angoli reported a lot of concrete was poured in the last week. He stated the base slab for the solids building has been poured, walls are up, and work continues on the ground slab. He stated the digestion piping has been completed and all base slabs have been poured. The base slab for Digester No. 1 was poured yesterday, which included 785 cubic yards of concrete.

Commissioner Hasselblad asked about the outstanding issue. B. Angoli replied the contractor submitted more information and is requesting \$60,000. NEW Water staff and the engineer are reviewing the claim and are scheduled to meet with the contractor next Wednesday to give their final recommendation.

10) Executive Director's report:

a) May Commission meeting

The May Commission meeting will be held Wednesday, May 25, 2016, beginning at 8:30 a.m.

b) Bill Wydeven promoted to Maintenance Planner/Scheduler

Bill Wydeven was promoted to the Maintenance Planner/Scheduler position, which leaves the Mechanical Team Leader position open.

c) Green Bay Press-Gazette article "Flushable Wipes Not So Flushable"

The Green Bay Press-Gazette's front page article on flushable wipes was a collaborative effort with NEW Water staff.

d) National Water Resource Recovery Test Bed Facility Directory

The Water Environment Research Foundation LIFT program announced the release of the National Water Resource Recovery Test Bed Facility Directory to help water technology providers and innovators identify and connect to pilot their technology. NEW Water's Green Bay Facility was identified as one of the Level 3 facilities.

e) "What is Spring Runoff" video

The video "What is Spring Runoff" was presented at the last Commission meeting, and has gained a lot of traction on YouTube.

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The NACWA Summer Conference will be held July 10 – 13, 2016 in Denver, CO. Please let staff know if you plan to attend.

Commissioner Hasselblad stated that it speaks volume of NEW Water staff's integrity and reputation to have an article on the front page of the Green Bay Press-Gazette.

At the NACWA Winter meeting and Policy Forum in D.C., there was a lot of discussion about the public perception of the competency of workers in the water and wastewater industry given the magnitude of the tragedy in Flint. The water and wastewater industry will work towards rebuilding trust and competency with their customers.

There being no further business to come before the Commission, the meeting adjourned at 9:12 a.m.

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Secretary