

## GREEN BAY METROPOLITAN SEWERAGE DISTRICT

### PROCEEDINGS OF THE COMMISSION

Regular meeting of the Commission held July 27, 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. Bartel, T. Garrison, S. Stainton, L. Sarau, P. Mentink, E. Wilcox, J. Smudde, B. Vander Loop, J. Czypinski, J. Harper, T. Brown, J. Van Sistine, J. Nicks–Legal Counsel; E. Vanden Heuvel and Children–Boys & Girls Club of Greater Green Bay; C. Berndt–Village of Allouez

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

#### 1) **Present certificate to STEM Superheroes Summer Camp children.**

T. Garrison stated there is a group of children from the Boys & Girls Club of Greater Green Bay here today, who participated in the STEM (science, technology, engineering, and mathematics) Superheroes Summer Camp. NEW Water, the brand of the Green Bay Metropolitan Sewerage District, received a grant from the Central States Water Environment Federation’s Wisconsin Section for this initiative. She acknowledged Bruce Bartel and Stefanie Stainton for their creativity and efforts with this event. She introduced Eric Vanden Heuvel from the Boys & Girls Club.

E. Vanden Heuvel stated one of the things the Boys & Girls Club does is to provide kids with new experiences to help broaden their horizons. He stated when NEW Water approached the Boys & Girls Club about this opportunity, the staff was absolutely thrilled. The Boys & Girls Club worked with NEW Water staff about seven months to put on this seven day camp. He stated team work and collaboration made this possible. He would like to keep this partnership alive and to reach more kids at the Boys & Girls Club. He would also like to get wastewater treatment plants in other communities to partner with the Boys & Girls Clubs. He thanked NEW Water staff for their efforts and allowing opportunities like this in our community.

S. Stainton stated that she was really impressed with the youth that participated in the camp, and they did an excellent job on the STEM hands-on activities. They learned how to become “Defenders of the Bay” and how to improve water quality in our area. She explained the camp activities, and two girls presented a poster they created during one of the STEM activities.

Commissioner Hasselblad stated that NEW Water is very proud of all children here today. Water is our most important resource, and there wouldn’t be life on this planet without it. She stated there are areas in the world that do not have clean water. She hopes in 15 years some of the children present will earn degrees and come back to work at NEW Water. She read the certificate and presented it to Eric Vanden Heuvel from the Boys & Girls Club.

## GREEN BAY METROPOLITAN SEWERAGE DISTRICT

07/27/16

Cont'd

### PROCEEDINGS OF THE COMMISSION

#### 2) **Safety moment.**

T. Sigmund provided some information on office workstation ergonomics. He stated it is important to have the proper desk height, chair, lighting, and computer accessories.

#### 3) **Introduce the new Treatment Limited Term Employees:**

B. Bartel stated on May 31, 2016, four Treatment Limited Term Employees (LTEs) began employment at NEW Water in preparation of the R2E2 project start up. The LTEs will be assisting at both facilities and freeing up other operators so they can start up and commission R2E2 and decommission old equipment.

##### a) **Colin Clark, Operator**

C. Clark stated that he graduated from Northeast Wisconsin Technical College (NWTC) in May with an Associate's Degree in Environmental Engineering – Waste and Water Technology. Previously he interned at NEW Water as the Pretreatment Intern. He stated NEW Water is a great place to work and has dedicated employees, and he is happy to be here.

##### b) **Ashley Lloyd, Operator**

A. Lloyd stated that she is originally from Milwaukee, and previously worked in the nursing field for three years. With an interest in environmental, she went to Fox Valley Technical College and earned an Associate's Degree in Natural Resources. She is looking forward to the next 2½ years. Thank you.

##### c) **Chad Juedes, Operator**

C. Juedes stated that he is married and has three children. He has 29 years of mechanic repair experience. He recently graduated from Fox Valley Technical College with an Associate's Degree in Natural Resources. He is looking forward to the next 2½ years at NEW Water. Thank you for the opportunity.

##### d) **Kim Schwake, Operator**

K. Schwake stated while working full time, she attended NWTC and earned an Associate's Degree in Environmental Engineering – Waste and Water Technology. She interned at Big Ox Energy in Denmark, WI, where she worked on land application permitting for its anaerobic digester. Thank you for this great opportunity.

The Commission welcomed them.

**GREEN BAY METROPOLITAN SEWERAGE DISTRICT**

07/27/16

Cont'd

**PROCEEDINGS OF THE COMMISSION**

- 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) **Current status of Tripartite Agreements**

**Motion #16-037**

It was moved by Meinz, seconded by Hoffmann, 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 #16-038**

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

- 6) **Approval of minutes of Commission meeting held June 22, 2016.**

**Motion #16-039**

It was moved by Meinz, seconded by Blumreich, and unanimously agreed to approve the June 22, 2016 minutes as distributed.

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

P. Wescott reported both facilities were in full compliance with all effluent limits for the month of June. The De Pere Facility (DPF) set a new performance record for Total Kjeldahl Nitrogen (TKN) for average daily concentration. The Green Bay Facility (GBF) set new performance records for Carbonaceous Biochemical Oxygen Demand for average daily concentration, average pounds discharged per day, and total monthly pounds discharged. The GBF also set new performance records for TKN for average daily concentration and total monthly pounds discharged.

## GREEN BAY METROPOLITAN SEWERAGE DISTRICT

07/27/16

Cont'd

### PROCEEDINGS OF THE COMMISSION

#### b) Air quality for June

P. Wescott reported the GBF was in compliance with all air quality limits for the month of June. There were no "Deviation Notification" submittals to the Wisconsin Department of Natural Resources (WDNR).

#### 7) June financials.

M. Diaz reported total operating revenues for the month of June were favorable to budget by \$53,000. Year to date total operating revenues were favorable to budget by \$1,000,000 or 5%. Leading the favorable results were additional flows and loads received from NEW Water customers and other revenues from septage from the three cheese facilities. Total operating expenses for the month of June were unfavorable due to more expenditures than budgeted from maintenance plant, employee development, and supplementary expenses from small tools. Year to date total operating expenses were favorable to budget by \$963,000. Leading the favorable results were contracted services, maintenance plant, natural gas & fuel oil, and chemicals. Net income for the month of June was \$456,000.

Commissioner Hasselblad asked if most of the \$963,000 was due to timing issues. M. Diaz replied yes.

Commissioner Hasselblad asked why fewer chemicals were used compared to budget. P. Wescott replied staff budgets for polymer every quarter, and currently NEW Water is at half of a load less than projected. He stated in August NEW Water will probably be ordering a load of polymer, which will cause the budget to be unfavorable for the month.

#### 8) Request Commission approval to transfer the accumulated \$3,152,937.63 of reconciled funds in the Debt Service Reserve to the General Reserve.

M. Diaz reported in the 2011 budget process, staff reviewed debt service payments back to 2008. Staff discovered there were underpayments for some projects. Staff has implemented a new process going forward to review debt service annually for existing and new projects for under and over collection depending upon the project expenditure projection. She stated staff reconciles the reserves at the end of the year after the financial audit has been completed. She requested Commission approval to transfer the accumulated funds of \$3,152,937.63 in the Debt Service Reserve to the General Reserve.

Commissioner Mainz asked if this transfer is done every year. M. Diaz replied no, this is a new process.

Commissioner Mainz asked when the next transfer will be done. M. Diaz replied in about three years.

## GREEN BAY METROPOLITAN SEWERAGE DISTRICT

07/27/16

Cont'd

### PROCEEDINGS OF THE COMMISSION

T. Sigmund stated NEW Water budgets in 2016 for money to be collected from its customers in 2017, to be paid towards project debt in 2018. NEW Water has collected the right amount of money from its customers to pay for debt service.

#### **Motion #16-040**

It was moved by Blumreich, seconded by Hoffmann, and unanimously agreed to transfer the accumulated \$3,152,937.63 of reconciled funds in the Debt Service Reserve to the General Reserve.

- 9) **Request Commission approval of an agreement with Wiss, Janney, Elstner Associates, Inc. for Phase 2 of the Industrial Forcemain Fitting Condition Assessment in the amount of \$163,010 and a contingency of \$16,300 under the authority of the Executive Director for a total authorized amount of \$179,310.**

L. Sarau stated in March 2015 a leak was repaired on the industrial forcemain at the intersection of Ninth Street and Cedar Street, which conveys wastewater from Fox River Fiber to the DPF. During that repair it was observed that the bolts holding the pipe and fitting together had corroded to the point of failure. NEW Water retained Wiss, Janney, Elstner Associates, Inc. to prepare a work plan to further investigate the condition of the fitting hardware. An additional investigation was done in partnership with the City of De Pere to determine what corrosion was present in two separate locations.

L. Sarau reported Phase 2 of the investigation includes the actual in-field investigation, additional soil resistivity testing, additional soil and ground water testing, and investigation of the condition of the polyethylene wrap around the fittings. The cost includes using a sub-contractor to do the excavation, and pavement repair associated with that excavation. She stated the purpose of the investigation is to determine what conditions need to be present to accelerate the corrosion of the fitting hardware, where bolt replacement might be necessary, and narrow down the amount of work to be done if it is found that certain conditions are not conducive to the corrosion. She requested Commission approval of an agreement with Wiss, Janney, Elstner Associates for Phase 2 of the Industrial Forcemain Fitting Condition Assessment.

Commissioner Hasselblad asked what type of bolts were used. L. Sarau replied high strength low alloy steel.

Commissioner Mainz asked what will the new bolts be made out of. L. Sarau replied the bolts will be 316L stainless steel and will be coated with a bituminous coating.

Commissioner Hoffmann asked if there was a competitive bid. L. Sarau replied no. Wiss, Janney, Elstner Associates completed Phase 1, and has a lot of experience with this type of work.

## GREEN BAY METROPOLITAN SEWERAGE DISTRICT

07/27/16  
Cont'd

### PROCEEDINGS OF THE COMMISSION

Commissioner Meinz asked if the price is competitive. L. Sarau replied staff has reviewed the bid and the costs seem fair. She stated if Wiss, Janney, Elstner Associates is awarded both projects, there will be some cost savings because some of the work won't need to be duplicated.

#### **Motion #16-041**

It was moved by Blumreich, seconded by Meinz, and unanimously agreed to approve an agreement with Wiss, Janney, Elstner Associates, Inc. for Phase 2 of the Industrial Forcemain Fitting Condition Assessment in the amount of \$163,010 and a contingency of \$16,300 under the authority of the Executive Director for a total authorized amount of \$179,310.

- 10) **Request Commission approval of an agreement with Wiss, Janney, Elstner Associates, Inc. for Phase 2 of the Interplant Forcemain Fitting Condition Assessment in the amount of \$148,110 and a contingency of \$14,810 under the authority of the Executive Director for a total authorized amount of \$162,920.**

L. Sarau stated the interplant forcemain is a set of forcemains between the DPF and GBF, and was constructed at the same time as the industrial forcemain using the same set of specifications and similar materials. The hardware used for the industrial forcemain was a high strength low alloy bolt with a baked-on ceramic filled fluorocarbon resin coating. The interplant forcemain used a high strength low alloy bolt with no coating. Both hardware met specifications. The investigation into the industrial forcemain indicated that the corrosion may be widespread, so staff began to question the condition of the hardware on the interplant forcemain.

L. Sarau stated a small scale investigation was done at two different locations along Ashland Avenue. The investigation indicated that the level of corrosion present in the bolts exceeded what would be expected for the length of time the hardware was in service. NEW Water retained Wiss, Janney, Elstner Associates to develop a work plan. Phase 2 includes the execution of the work plan and actual in-field investigation. She stated the interplant forcemain cost does not include pavement repair because the City of Green Bay has different requirements, so that cost will be billed separately. The purpose of the investigation is to determine what conditions need to be present to accelerate the corrosion of the fitting hardware so staff can determine where the corrosion is the worst and maybe narrow down the replacement work. She requested Commission approval of an agreement with Wiss, Janney, Elstner Associates for Phase 2 of the Interplant Forcemain Fitting Condition Assessment.

Commissioner Blumreich asked if the bolts and nuts are made out of the same material. L. Sarau replied yes.

## GREEN BAY METROPOLITAN SEWERAGE DISTRICT

07/27/16

Cont'd

### PROCEEDINGS OF THE COMMISSION

#### Motion #16-042

It was moved by Mainz, seconded by Blumreich, and unanimously agreed to approve an agreement with Wiss, Janney, Elstner Associates, Inc. for Phase 2 of the Interplant Forcemain Fitting Condition Assessment in the amount of \$148,110 and a contingency of \$14,810 under the authority of the Executive Director for a total authorized amount of \$162,920.

- 11) **Request Commission approval to authorize the Executive Director to enter into a contractual agreement with Short Elliot Hendrickson Inc. for the study portion of the De Pere Electrical Distribution and Emergency Generator Project in the amount of \$43,731 and a contingency of \$2,200 under the authority of the Executive Director for a total authorized amount of \$45,931.**

P. Mentink requested Commission approval to enter into an agreement with Short Elliot Hendrickson Inc. to complete a study at the DPF. He stated the focus of the study is to evaluate the condition of the existing electrical system and recommend alternatives for backup electrical power at the DPF. NEW Water sent out a request for proposals to five consulting firms, and four proposals were received. The Consultant Selection Team evaluated the proposals and determined Short Elliot Hendrickson had the strongest proposal on the non-monetary facets of the project, which included project approach and project team. The team was uncomfortable with the assumptions made on the emergency engine generator and the impact of the generator to NEW Water's air permit by Donohue & Associates, who provided the lowest cost proposal.

Commissioner Hasselblad stated the team seemed to focus on the air permitting issue, which was the difference between the bids. P. Mentink replied it was a contributing factor. He stated Donohue provided half the level of effort compared to Short Elliot Hendrickson.

Commissioner Mainz questioned the team's recommendation since NEW Water only accepts bids from qualified engineering firms. T. Sigmund replied Donohue is qualified to do the work; however, on this particular proposal staff saw a potential issue with Donohue's assumption which somewhat dismissed whether the engine could be used for direct load control or standby power at the DPF. He stated from an air permitting standpoint, the GBF and DPF are treated as the same facility.

Commissioner Mainz asked if staff talked to Donohue about its proposal. N. Qualls replied the team questioned whether Donohue's bid was responsive. Staff contacted Donohue about the air permitting aspect of the proposal. Donohue made the assumption to go with an emergency generator, and did not identify in its proposal any level of effort on air permitting. Staff did not ask Donohue to adjust its scope. The team is comfortable with recommending Short Elliot Hendrickson to do the study.

Commissioner Mainz stated the most important thing to him is cost.

## GREEN BAY METROPOLITAN SEWERAGE DISTRICT

07/27/16

Cont'd

### PROCEEDINGS OF THE COMMISSION

#### **Motion #16-043**

It was moved by Blumreich, seconded by Hoffmann, and unanimously agreed to authorize the Executive Director to enter into a contractual agreement with Short Elliot Hendrickson Inc. for the study portion of the De Pere Electrical Distribution and Emergency Generator Project in the amount of \$43,731 and a contingency of \$2,200 under the authority of the Executive Director for a total authorized amount of \$45,931.

- 12) **Request Commission approval of an amendment to the engineering construction related services with CH2M for the R2E2 Project – Contract 34 Digestion and Solids Facility in the amount of \$1,698,800 and a contingency of \$85,000 under the authority of the Executive Director for a total authorized amount of \$1,783,800.**

B. Angoli reported that in May 2015 the Commission approved the construction related services for the R2E2 Project. At that time staff informed the Commission that there would be future scope of work items. He reviewed the list of items included in the engineering construction related services. He stated staff plans to bring forward to the Commission for approval Contract 35, which includes demolition of existing Solids Building and final site work.

Commissioner Hasselblad asked if CH2M will be responsible for updates of the Operations and Maintenance Manuals. B. Angoli replied yes.

Commissioner Mainz asked if there is an internal team, which includes Operations and Maintenance staff that will review the procedures before they are accepted. B. Angoli replied yes.

Commissioner Mainz asked how does staff determine what spare parts to purchase. B. Angoli replied it is based on the recommendation from the manufacturer and what parts are readily available.

Commissioner Hoffmann asked how NEW Water knows it is being treated fairly. B. Angoli replied staff reviewed the document and asked for examples of the level of detail involved. Staff feels it is a fair and reasonable rate.

#### **Motion #16-044**

It was moved by Mainz, seconded by Hoffmann, and unanimously agreed to approve an amendment to the engineering construction related services with CH2M for the R2E2 Project – Contract 34 Digestion and Solids Facility in the amount of \$1,698,800 and a contingency of \$85,000 under the authority of the Executive Director for a total authorized amount of \$1,783,800.



## GREEN BAY METROPOLITAN SEWERAGE DISTRICT

07/27/16

Cont'd

### PROCEEDINGS OF THE COMMISSION

**13) Request Commission approval of Contract 34 Digestion and Solids Facility Change Order No. 6 in the amount of \$78,492.02.**

B. Angoli stated the Commission is required to approve changes orders that exceed the \$100,000 approval authority of the Executive Director. Staff is bringing forward Change Order No. 6 for Commission approval since two items exceed \$100,000. He stated the digester gallery was originally designated as an unoccupied area and upon review by the Department of Safety Services, it was determined the digester gallery is an occupied space due to staff maintaining the equipment. Therefore, for personal safety a sprinkler system is required. Trap primers are used for preventing traps to go dry and release potentially hazardous gases. Staff has decided to include maintaining the traps as part of its preventive maintenance program in order to delete the trap primers and save \$121,913.33. He requested Commission approval of Change Order No. 6 in the amount of \$78,492.02. He stated that staff continues to look for areas to reduce the contract price of the R2E2 Project.

**Motion #16-045**

It was moved by Blumreich, seconded by Hoffmann, and unanimously agreed to approve Contract 34 Digestion and Solids Facility Change Order No. 6 in the amount of \$78,492.02.

**14) Sewer plan approval:**

**a) Village of Howard Project No. 2016-2019.02; GBMSD Request 2016-18**

B. Angoli reported the Village of Howard is requesting 1,015 ft. of 8-inch PVC pipe along Olive Tree Drive. Flow would be tributary to the Duck Creek Interceptor. Staff recommends approval.

**Motion #16-046**

It was moved by Hoffmann, seconded by Tumpach, and unanimously agreed to approve the Village of Howard Project No. 2016-2019.02 sewer plan subject to favorable review by Brown County Planning and final approval by the WDNR.

**15) Update of projects:**

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

B. Angoli reported a lot of concrete is still being poured for base slabs, floors, and walls in the digester, biogas, and Solids Building areas. He stated steel super structures are going up within the Solids Building, and the contractor is working on the overall forming of the cone section inside the digester skirt walls. He stated two main areas that staff is keeping an eye on is that the Solids Building roof and the digesters panel construction are completed by the end of the year. The sludge dryer, which weighs 83 tons, is in Milwaukee and will be delivered to NEW Water on Friday.

**GREEN BAY METROPOLITAN SEWERAGE DISTRICT**

07/27/16

Cont'd

**PROCEEDINGS OF THE COMMISSION**

**17) Draft 2017 NEW Water budget review.**

T. Sigmund reported that staff made adjustments to NEW Water's budget program due to the work Jake Boomhouwer did on the asset allocation. He stated the fixed charge had been tied to total cost, and it is now tied to capital only. He reviewed the current 2016 costs, estimated 2017 costs, and next steps. He stated the Bayview Interceptor Project may be pulled out of the proposed budget and funded through the Interceptor Cost Recovery Reserve. Staff will be requesting Commission approval of two new staff positions, Watershed Specialist and Lab Analyst II, under the Environmental Programs Division.

**18) Executive Director's report:**

**a) August Commission meeting**

The August Commission meeting will be held Wednesday, August 24, 2016, beginning at 8:30 a.m.

**b) NEW Water 2015 Annual Report**

A copy of the 2015 Annual Report was provided in the Commission packet. The report is also available electronically and on NEW Water's website.

**c) Executive Director approved agreements**

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

**d) Treatment facility overflow**

On July 10, 2016 a treatment facility overflow (TFO) occurred at the GBF. The 8" vent pipe was clear of obstruction and the manhole cover was bolted down. NEW Water reported the TFO to the DNR and sent a press release to the Green Bay Press Gazette. NEW Water has not received any feedback from the DNR. In September NEW Water plans to hire a contractor to use sonar to look inside the entire length of the pipe. NEW Water will also hire a professional engineer to review the report and make recommendations on what NEW Water can do to alleviate a TFO in that pipe in the future.

Commissioner Hoffmann suggested to hire an engineer up front so the engineer can provide input in what should be included in the testing analysis.

**e) Aquatic Monitoring Program 30<sup>th</sup> Anniversary Celebration**

## GREEN BAY METROPOLITAN SEWERAGE DISTRICT

07/27/16  
Cont'd

### PROCEEDINGS OF THE COMMISSION

The Commission is invited to attend the Aquatic Monitoring Program 30<sup>th</sup> Anniversary Celebration on August 11 at the Jack Day Center beginning at 10 a.m. Dr. Val Klump from the University of Wisconsin-Milwaukee School of Freshwater Sciences will be speaking at the event.

NEW Water conducted an employee survey through St. Norbert College. The survey should be completed by August 5, and staff will e-mail it to the Commission. If the Commission would like to have a meeting to discuss the results, please let Tom Sigmund know. The results will be shared with staff.

Commissioner Hasselblad stated that it would serve the Commission and the organization well if a Commission meeting was scheduled to discuss the results and establish pathways forward to address the results.

T. Sigmund stated potential scope items were sent out to the Commission for hiring a benefits consultant to provide NEW Water with information regarding health insurance in this area. He distributed a spreadsheet on health insurance information from some of NEW Water municipal customers and a few wastewater treatment facilities. No private employer information was included. T. Sigmund asked the Commission if staff should share this information with the consultant or if the consultant should gather its own information.

Commissioner Mainz recommended that this information be shared with the consultant, and he indicated that the consultant should have information on private organizations.

Commissioner Hasselblad stated that she would not use a consultant that did not have information on private organizations. She stated it is going to be costly, but this is a critical decision for this organization and it is important the Commission gets a broader view from a consultant. She requested a regional perspective to cover places where NEW Water may draw future staff members, and not to limit it to the state of Wisconsin.

T. Sigmund stated for 2016, only 3% of the local employers under the state of Wisconsin Public Employees Group Health Insurance Program opted for the high deductible health plan. He stated the state has not made that option financially attractive.

T. Sigmund stated that he and Commissioner Blumreich attended the NACWA annual meeting in Denver. The theme was "Leadership Strategies for the Smart Utility." He participated in a focus group on the WIFIA loan program, which is for projects \$20,000,000 or more. The Conference Keynote was on "Performing under Pressure: The Science of Doing Your Best When it Matters Most."

Commissioner Blumreich stated that he attended a presentation on clean water given by a Professor from Stanford University. He has been impressed by the individuals that attend the NACWA Conference and by the staff at NACWA. He stated NACWA is a good organization that represents NEW Water's interests.

07/27/16  
Cont'd

**GREEN BAY METROPOLITAN SEWERAGE DISTRICT**

**PROCEEDINGS OF THE COMMISSION**

There being no further business to come before the Commission, the meeting adjourned at 10:40 a.m.

**GREEN BAY METROPOLITAN SEWERAGE DISTRICT**

---

**Secretary**