

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

Regular meeting of the Commission held September 29, 2016.

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

**EXCUSED:** Commissioner Hoffmann

**ALSO PRESENT:** T. Sigmund, P. Wescott, P. Kaster, N. Qualls, B. Hafs, T. Brown, B. Angoli, M. Diaz, J. Smudde, B. Butterfield, B. Shikoski, P. Mentink, B. Bartel, T. Garrison, J. Czipinski, M. Urbancic, B. Vander Loop, J. Maas, J. Van Sistine, J. Nicks–Legal Counsel; S. Dettmann–Carlson Dettmann Consulting; C. Berndt–Village of Allouez; M. Heckenlaible–City of Green Bay; J. Seidl–Village of Luxemburg

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

**1) Safety moment.**

T. Sigmund stated the cold and flu season is approaching. Flu shots are offered to NEW Water, the brand of the Green Bay Metropolitan Sewerage District, employees and Commission.

**2) Request Commission approval of the 2017 health insurance plan and premium sharing.**

T. Brown stated a recommendation for the 2017 dental insurance will be submitted at the October Commission meeting. She stated NEW Water will continue to offer the health insurance opt-out program for 2017. NEW Water has participated in the Wisconsin Public Employers (WPE) Group Health Insurance HMO since 2004. She stated Anthem is the lowest cost health insurance plan and all cost comparisons and premium sharing calculations were based on the Anthem premiums. Staff recommended to increase the employee cost share to 15% for 2017, which would be a cost savings to NEW Water of \$15,456. She stated there is a 14.9% cost difference between the High Deductible Health Plan (HDHP) and the HMO plan. She reviewed the costs associated with the HDHP and Health Savings Account (HSA). She stated employees have additional at-risk cost exposure with increased deductible and out of pocket limits with a HDHP. She stated the costs savings of transitioning to a HDHP plan and providing a HSA is not great enough to warrant the additional at-risk cost exposure for employees. She reviewed NEW Water's historical cost savings measures and comparisons.

T. Brown stated that she worked with AON Employee Benefits Consulting Group to obtain quotes from three other medical carriers for a NEW Water health plan. United Healthcare was unable to provide a quote due to lack of detailed information; Anthem provided a quote based on "street rates", which could increase between 0 – 85% of quoted "street rates" once the actual data is provided and analyzed; and Humana's quote resulted in a 32.6% increase in family premium and provided a decreased level of benefits. She stated if NEW Water would withdraw from the Wisconsin Public Employers (WPE) Group Health Insurance program, reapplication would not be possible for three years.

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T. Brown stated the Employee Trust Fund (ETF) Group Insurance Board is currently evaluating self-insurance for 2018. The ETF Group Insurance Board intends to offer two choices for 2018: one deductible/coinsurance plan and one HDHP. If NEW Water continues with the \$500/\$1,000 deductible HMO plan and increase employee premium share to 15% in 2017, the total increase from the 2016 budget would be 3.9%. Staff recommended to continue with the \$500/\$1,000 deductible HMO option and the 85%/15% cost share and to contribute \$581.60 per month for the single health insurance premium and \$1,435.76 per month for the family health insurance premium.

Commissioner Mainz stated that he is excited that ETF is looking into options for the future, and NEW Water is on the right track for the coming year.

Commissioner Blumreich stated that change can be traumatic, and it is important to wait for the results of the ETF study.

#### **Motion #16-054**

It was moved by Mainz, seconded by Blumreich, and unanimously agreed to continue with the \$500/\$1,000 deductible HMO program option offered through WPE and to set the NEW Water health insurance premium sharing in 2017 for full-time employees at \$581.60 per month for single plan coverage and \$1,435.76 per month for family plan coverage.

#### **3) Request Commission approval of the 2017 salary market adjustment.**

T. Brown introduced Scott Dettmann from Carlson Dettmann Consulting.

S. Dettmann from Carlson Dettmann Consulting stated that his firm has served NEW Water since 2001. He stated NEW Water's pay structure was founded on balancing two principles: internal comparability and competitiveness of the pay structure. He stated the pay structure and control point of the range should align to the 50<sup>th</sup> percentile. He stated a comprehensive pay study for NEW Water done in 2015 resulted in pay grades 5 – 9 leading the competitive market, while pay grades 10 -17 lagged behind the competitive market. He stated a pay policy mini survey was sent out to 20 comparable wastewater districts and local municipalities, and 14 responses were received. He reviewed the results of the survey. He recommended a pay structure increase of 1.9% for Pay Grades 10 – 17, a 1.0% increase for Pay Grade 9, and no pay structure increase for Pay Grades 5 – 8 for 2017.

Commissioner Mainz asked if NEW Water would have any problems filling positions at all level. S. Dettmann replied that he believes the recommended pay range with the adjustment would allow NEW Water to continue to attract and retain people. He stated the science, technology, engineering, and mathematics jobs continue to be a challenge in recruitment. He stated Milwaukee and Madison Metropolitan Sewerage Districts were presented with the same facts and accepted the 1.9% increase.

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**Motion #16-055**

It was moved by Blumreich, seconded by Tumpach, and unanimously agreed to hold 2016 ranges for pay grades 5 through 8, adjust pay range 9 by 1.0%, and to adjust pay grades 10 through 17 by 1.9% effective January 2017 to maintain NEW Water's market position for the coming year.

**4) Request Commission approval for the addition of a Laboratory Analyst II position to the Laboratory Services Department and the associated revision to the organizational chart.**

M. Urbancic stated the request to add a Laboratory Analyst II position is supported by the increased workload in nutrients testing due to additional samples collected and analyzed with the Adaptive Management Program and implementation of the Resource Recovery and Electrical Energy (R2E2) Project. During a Wisconsin Department of Natural Resources (WDNR) audit in 2014, the auditor recommended to separate the quality control function from the Laboratory Services Manager's position. He requested Commission approval to add a Laboratory Analyst II position to the Laboratory Services Department. He stated the quality control function would be transferred to the Analytical Chemist, who currently spends 50% of his time on nutrient analysis and 50% on administering the Laboratory Information Management System. He stated the nutrient analysis would be transferred to the new Laboratory Analyst II position.

Commissioner Mainz stated the person reviewing the data needs to have an independent voice.

**Motion #16-056**

It was moved by Mainz, seconded by Blumreich, and unanimously agreed to approve the addition of a Laboratory Analyst II position to the Laboratory Services Department and the associated revision to the organizational chart pending approval of the 2017 Budget. (See Commission File #16-004)

**5) Request Commission approval for the addition of a Watershed Specialist position to the Watershed Management Department and the associated revision to the organizational chart.**

J. Smudde requested a change to the organizational chart to create a Watershed Specialist position. He stated the Silver Creek Pilot Project has been very successful and Adaptive Management has evolved. He stated the current workload exceeds the capacity of the two employees in the Watershed Management Department. He stated the Watershed Specialist would take over primary responsibility of Adaptive Management work currently being done by the Water Resources Specialist. He reviewed the responsibilities of the Watershed Specialist. He stated NEW Water's river and bay program is one of the largest and most comprehensive datasets in the Great Lakes, and has proven to be valuable for the Lower Fox River Total Maximum Daily Load, WPDES Permit limits, and Adaptive Management. He stated NEW Water has received funding for the river and bay program and Adaptive Management.

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J. Smudde stated with the addition of the new position, staff would be able to commit more time and efforts towards research, participating in joint projects, and applying for more grants. He requested Commission approval for the addition of the Watershed Specialist position to the Watershed Management Department and the associated revision to the organizational chart.

Commission Blumreich stated that he would appreciate the pay grade and control point for new positions. T. Brown replied the Watershed Specialist position is a pay grade 11 and the control point is \$72,450 for 2017. She stated the Laboratory Analyst II position is a pay grade 8 and the control point is \$52,600 for 2017.

Commissioner Mainz asked if NEW Water has been paying overtime to get the work done. B. Hafs replied no, the Water Resources Specialist and Watershed Programs Manager are salary positions. The Watershed Programs Manager has been helping with the river and bay monitoring, which takes time away from the communication work with NEW Water partners.

#### **Motion #16-057**

It was moved by Blumreich, seconded by Tumpach, and unanimously agreed to approve the addition of a Watershed Specialist position to the Watershed Management Department and the associated revision to the organizational chart pending approval of the 2017 Budget. (See Commission File #16-005)

#### **6) 2017 Budget workshop.**

T. Sigmund gave a PowerPoint presentation on the proposed 2017 budget, as follows:

- 2017 Proposed Expenses
- 2017 O&M Expenses
- Estimated Reserve Status
- 2017 Revenues
- 2017 Municipal Rate
- 2017 Budget Summary
- Next Steps

T. Sigmund received and responded to two inquiries on how fixed charge is calculated and how the decision to move to 45% of capital costs was made. He received written comments from the Village of Allouez, which he will respond to after this meeting. He will be attending the Village of Allouez Board meeting on October 4, 2016. He will continue to communicate any correspondence received on the 2017 proposed budget to the Commission.

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- 7) **Request Commission approval to authorize the Executive Director to enter into a contractual agreement with Brown and Caldwell to finalize the construction documents for the Bayview Interceptor Replacement Project and to provide engineering services during the bidding and construction phases of the project in the amount of \$462,902 and to fund the costs from the Interceptor Cost Recovery Reserve.**

P. Mentink stated during inspection of the Bayview Interceptor in 2014, staff noticed there was a section underneath Highway 41 that had some structural concerns. At that time NEW Water undertook a project to stabilize that area. NEW Water retained Brown and Caldwell to evaluate alternatives for replacing the failing section and prepared design documents for the recommended alternative. He stated based on the construction schedule of the interchange and geotechnical concerns due to the ongoing highway construction, staff decided not to proceed with construction until the highway work was completed. Since the highway work in that area is almost complete, NEW Water would like to move forward with the bidding and construction phases of the project. He requested Commission approval to enter into an agreement with Brown and Caldwell for the bidding and construction phases of the project.

Commissioner Mainz asked if Brown and Caldwell is the appropriate firm to do this work. J. Nicks replied yes.

**Motion #16-058**

It was moved by Mainz, seconded by Blumreich, and unanimously agreed to authorize the Executive Director to enter into a contractual agreement with Brown and Caldwell to finalize the construction documents for the Bayview Interceptor Replacement Project and to provide engineering services during the bidding and construction phases of the project in the amount of \$462,902 and a contingency of \$42,000 under the authority of the Executive Director for a total authorized amount of \$462,902 and to fund the costs from the Interceptor Cost Recovery Reserve.

- 8) **Introduce the new Mechanic, Brian Shikoski.**

B. Butterfield introduced the new Mechanic, Brian Shikoski, who began his employment with NEW Water on September 6, 2016.

B. Shikoski stated that he graduated from Hortonville High School, served four years in the United States Navy, and worked at Georgia-Pacific for 20 years. He is married, has three children, and teaches catechism.

The Commission welcomed him.

- 9) **Approval of minutes of Commission meetings held August 24 and September 1, 2016.**

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#### Motion #16-059

It was moved by Mainz, seconded by Tumpach, and unanimously agreed to approve the August 24 and September 1, 2016 minutes as distributed.

#### 10) **August financials.**

M. Diaz reported total operating revenues for the month of August were favorable to budget by 2%. Year to date total operating revenues were favorable to budget by 5%. Leading the favorable results were other revenues from septage from the three cheese facilities and user fees. Total operating expenses for the month of August were favorable to budget by 6%. Year to date total operating revenues were favorable to budget by 9% due to less expenditures from contracted services, maintenance plant, natural gas and fuel oil, salaries and benefits, and power. Net income for the month of August was \$265,000.

#### 11) **Request Commission approval to abate the tax levy for 2017.**

M. Diaz stated under Chapter 67 Municipal Borrowing and Municipal Bonds §67.11, municipalities that issue debt obligations must establish and maintain a debt service fund payment for the obligations. Sewerage districts are permitted to abate the taxation by having sufficient funds in its designated debt service for those obligations for the following year. NEW Water will have sufficient funds on hand to support all debt service requirements for 2017 as of October 1, 2016 from rate collection, offsets, and transfers. She stated the total debt service requirements for 2017 is \$10,709,894. Staff recommends to abate the tax levy for the cities, villages, and towns having territory in NEW Water for 2017.

#### Motion #16-060

It was moved by Mainz, seconded by Blumreich, and unanimously agreed to abate the tax levy for 2017.

#### 12) **Request Commission approval to execute the American Iron and Steel Compliance Certification for Contract 33 Primary Electrical Switchgear and Utility Relocation Project 4198-44.**

B. Angoli reported NEW Water is required to meet the American and Iron Steel Act as part of the Clean Water Fund Program. Staff reviewed the shop drawings for all components that are required for the project, and the manufacturer provided information on where the equipment was made before NEW Water approved the shop drawings.

Commissioner Mainz asked if NEW Water maintains its competitiveness with the American Iron and Steel Act. B. Angoli replied yes.

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**Motion #16-061**

It was moved by Blumreich, seconded by Mainz, and unanimously agreed to execute the use of American Iron and Steel Compliance Certification for Contract 33 Primary Electrical Switchgear and Utility Relocation Project 4198-44.

- 13) Request Commission approval to execute the American Iron and Steel Compliance Certification for the Green Bay Facility Disinfection Systems Upgrades Project 4198-52.**

**Motion #16-062**

It was moved by Blumreich, seconded by Mainz, and unanimously agreed to execute the use of American Iron and Steel Compliance Certification for the Green Bay Facility Disinfection Systems Upgrades Project 4198-52.

- 14) Sewer plan approval:**  
**a) Village of Allouez Project No. C-12081; GBMSD Request 2016-21**

B. Angoli stated that it has been 10 years since the Village of Allouez has submitted a sewer plan request.

**Motion #16-063**

It was moved by Mainz, seconded by Blumreich, and unanimously agreed to approve the Village of Allouez Project No. C-12081 sewer plan subject to favorable review by Brown County Planning and final approval by the WDNR.

- 15) Adaptive Management update.**

J. Smudde gave an update on the Silver Creek Pilot Project, as follows:

- Silver Creek Pilot Project – 2016
- Silver Creek Water Quality Data
- Grassed Waterway Project #1
- Grassed Waterway Project #2
- Grassed Waterway Project #3
- Plans for the Rest of 2016

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B. Hafs gave an update on Adaptive Management, as follows:

- Adaptive Management – After Silver Creek
- Comparable Reductions
- How Big Do We Go
- Questions/Issues
- Needs

B Hafs stated that his recommendation would be to move forward with a full scale Adaptive Management project.

J. Nicks stated that NEW Water needs to keep the Commission, local municipal leaders, and state elected officials informed of issues with Adaptive Management and solicit their support as needed.

#### 16) Update of projects:

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

B. Angoli reported the project is moving along very well. The precast panels are up and construction of the reactor has been completed. The generators, transformer, and HVAC units have been set in place. He stated the only major issue is with the necessary changes to the motor control centers (MCCs) due in part to the Arc Flash study. He stated the MCCs were originally designed with a 62,000 amp breaker system and need to be changed to a 100,000 amp breaker system. Staff is working with the manufacturer and making changes to keep cost impacts to a minimum.

#### 17) Operation report:

##### a) Effluent quality for August

P. Wescott reported both facilities were in full compliance with all effluent limits for the month of August. The De Pere Facility tied several performance records for Carbonaceous Biochemical Oxygen Demand (C-BOD) for average daily concentration, average pounds discharged per day, and total monthly pounds discharged. The De Pere Facility also tied performance records for Ammonia for daily concentration and average pounds discharged per day. The Green Bay Facility tied a performance record for C-BOD for average pounds discharged per day.

##### b) Air quality for July

P. Wescott reported the Green Bay Facility was in compliance with all air quality limits for the month of August. There was one "Deviation Notification" submittal to the WDNR as a result of grease feed to Incinerator #1 on August 12, 2016. The WDNR acknowledged receipt of the notification form.

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P. Wescott stated NEW Water accumulates grease throughout the course of a week, and it is concentrated to feed to the incinerator. He stated during this instance the grease caused the opacity to spike over the opacity limit. The operators made some changes and the opacity was back under permit limits within minutes.

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

##### a) October Commission meeting

The October Commission meeting will be held Thursday, October 20, 2016, beginning at 12:30 p.m.

##### b) NEW Water's proposed 2017 Goals

NEW Water's proposed 2017 Goals were included in the Commission packet. If the Commission has any comments or questions, please let Tom Sigmund know. If no comments are received, NEW Water will move forward with the 2017 Goals.

##### c) Jack Day and Peer Excellence Awards

At NEW Water's Appreciation luncheon, the Jack Day Award of Accomplishment was presented to Tricia Garrison, Communications and Education Coordinator, and the Peer Excellence Award was presented to Aaron Eichhorst, Treatment Leader. Both award recipients were well deserved.

##### d) Recognition of 40 and 25 year service anniversaries

At the Employee Appreciation luncheon, several employees were recognized for significant service milestones: Craig Lawniczak (40 years); and Kevin Schuetteltz, Richard Marcott, Curt Schweiner, and Dan Renier (25 years).

##### e) Water Quality Trading Agreement

NEW Water agreed to a "Stewardship" Phosphorus Trade with Bob Van De Loo & Sons, Inc., with cropland in Apple Creek using the trading process facilitated by the Great Lakes Commission. NEW Water submitted the agreement to the WDNR for review.

##### f) Stack testing results

Stack testing on Incinerator #1 took place on July 20, 2016. The emission levels were within the permit limits. Thank you to Bruce Bartel, Julie Maas, and staff for their efforts with the stack testing.

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**g) Water Environment Federation Utility of the Future Today Recognition**

NEW Water was one of 61 utilities from across the United States that were presented with the Utility of the Future Today Recognition at the Water Environmental Federation annual meeting.

**h) Sewer Use Ordinance meeting**

NEW Water held an informational workshop on the Sewer Use Ordinance proposed language changes on September 21, 2016. A public hearing will be held at the October Commission meeting.

**i) Interceptor Master Plan meeting**

On September 22, 2016 NEW Water held an Interceptor System Master Plan meeting with its customers. The meeting was well attended.

**j) Brown County Household Hazardous Waste update**

Documents from the Brown County Household Hazardous Waste Facility (HHW) were included in the Commission packet. Due to the length of this agenda, NEW Water chose not to have someone from the HHW give a presentation. If the Commission would like a presentation given, staff will schedule it.

There being no further business to come before the Commission, the meeting adjourned at 10:43 a.m.

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**Secretary**