

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

Regular meeting of the Commission held May 23, 2018.

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

**EXCUSED:** Commissioner Blumreich

**ALSO PRESENT:** T. Sigmund, P. Wescott, N. Qualls, B. Hafs, B. Vander Loop, T. Brown, J. Van Sistine, J. Haskins, J. Rosinsky, M. Diaz, P. Smits, P. Mentink, E. Hepp, T. Garrison, J. Czepinski, B. Bartel, S. Thiesen, J. Maas, B. Oldenburg, R. Krause; J. Nicks–Legal Counsel; S. Gehin–Village of Allouez

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

**1) Safety moment.**

T. Sigmund provided safety tips on preventing heat stress and stroke. Drink plenty of fluids; wear lightweight, light colored, and loose-fitting clothing; and use sun screen.

**2) Adopt retirement resolution for Terri Lealou.**

J. Van Sistine stated that Terri Lealou retired on May 7, 2018 after more than nine years of service at NEW Water, the brand of the Green Bay Metropolitan Sewerage District. She provided excellent customer service to both internal and external customers. She was always professional, friendly, helpful, and dependable. J. Van Sistine wished her a happy and health retirement. She will be missed by all.

Commissioner Hasselblad read the retirement resolution and stated that she always appreciated Terri Lealou’s smiling face at the front desk.

**Motion #18-034**

It was moved by Mainz, seconded by Tumpach, and unanimously agreed to adopt retirement resolution for Terri Lealou (Resolution #18-004 is on file at the NEW Water offices)

**3) Introduce new employees:**

**a) Jaci Haskins, Administrative Assistant II**

J. Van Sistine introduced Jaci Haskins, who is the new Administrative Assistant II. She began her employment with NEW Water on April 30, 2018 and she will be managing the front desk area and welcoming NEW Water guests, along with a variety of other responsibilities.

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J. Haskins stated that she is from the Green Bay area. She attended Northeast Wisconsin Technical College where she recently graduated with an Associate's degree in Business Management. She is excited for her new role here at NEW Water.

**b) Julie Rosinsky, limited term Administrative Assistant**

J. Van Sistine introduced Julie Rosinsky, who is the new limited term Administrative Assistant. She began her employment at NEW Water on April 30, 2018, and she will help with transitioning NEW Water's record management system from paper to electronic.

J. Rosinsky stated that she is from the Green Bay area and previously worked at the Green Bay Community Foundation. Prior to that she was the Circulation Supervisor at St. Norbert College. She is excited to join the team here at NEW Water and looks forward to working on the Records Management Project.

The Commission welcomed them.

- 4) Convene in closed session under State Statute 19.85 (1) (e) for the purpose of deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session:**
- a) Discussion of negotiation strategy concerning a potential industrial customer**

**Motion #18-035**

It was moved by Mainz, seconded by Tumpach, and unanimously agreed to convene in closed session under State Statute 19.85 (1) (e) for the purpose of deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

- 5) Reconvene in open session.**

**Motion #18-036**

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

- 6) Approval of minutes of Commission meeting held April 25, 2018.**

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#### Motion #18-037

It was moved by Tumpach, seconded by Hoffmann, and unanimously agreed to approve the April 25, 2018 minutes as distributed.

T. Sigmund introduced Sean Gehin, who is the new Public Works Director at the Village of Allouez.

S. Gehin stated that he replaced Craig Berndt as the Public Works Director at the Village of Allouez four weeks ago. Previously he was the Project Engineer at the City of Wausau for eight years, and prior to that he worked at several consulting firms for 12 years. He is excited to be working for the Village of Allouez and is looking forward to new challenges.

The Commission welcomed him.

#### **7) April financials.**

M. Diaz reported total operating revenues for the month of April were favorable to budget by 8% due to the snow melt and several rain events. Year to date total operating revenues were favorable to budget by 6% or \$779,000 primarily due to other revenues from hauled waste from the three cheese facilities. NEW Water will see about a 90% reduction of hauled waste from one of the three cheese facilities in late 2018 to early 2019. Total operating expenses for the month of April were slightly over expenditures. Year to date operating expenses were favorable to budget by 11% or \$817,000. Leading the favorable results were contracted services, maintenance – plant & interceptors, chemicals, and salaries & benefits. Net income for the month of April was \$1,700,000.

#### **8) Request Commission approval to enter into a contractual agreement with CH2M to provide engineering assistance for preparing and submitting the Final Compliance Alternatives Plan in the amount of \$126,628.**

P. Mentink stated that NEW Water would like to take the next step forward in submitting the Final Compliance Alternatives Plan (FCAP) to the Wisconsin Department of Natural Resources (WDNR) as required by NEW Water's WPDES permit. In March 2018 NEW Water submitted the Preliminary Compliance Alternatives Plan (PCAP) to the WDNR. He requested Commission approval to enter into an agreement with CH2M to provide engineering services to prepare and submit a FCAP that includes an engineering design report and/or facility plan for the De Pere Facility (DPF) filter upgrades, a Watershed Adaptive Management Request Form, and a WPDES permit renewal application.

Commissioner Hasselblad asked about treatment modifications. P. Mentink replied the DPF's existing filters would either be modified or replaced with new filter technology.

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Commissioner Hoffmann asked how NEW Water determines the cost to be reasonable with no competitive bids. P. Mentink replied staff identified the scope of services and determined the level of effort was reasonable and the rate was consistent with past projects.

#### **Motion #18-038**

It was moved by Mainz, seconded by Hoffmann, and unanimously agreed to enter into a contractual agreement with CH2M to provide engineering assistance for preparing and submitting the FCAP in the amount of \$115,118 and a 10% contingency of \$11,510 to be administered under the authority of the Executive Director for a total authorized amount of \$126,628.

- 9) **Request Commission approval of additional project contingency to fund the professional services required to incorporate arc quenching equipment to protect all existing 480 volt electrical distribution gear in the amount of \$17,891.**

P. Mentink stated this project involves the upgrading of the electrical service at the DPF and to provide backup generators. Arc flash is an electrical phenomena that has an extremely high potential to cause severe personal injury or catastrophic equipment damage in the event of an electrical malfunction. Arc quenching equipment is designed to extinguish an arc flash in the incipient stage, which increases the level of protection for employees and minimizes the damage to the electrical equipment. NEW Water has the opportunity to retrofit the new technology and equipment to existing electrical distribution gear and rectify the lack of protection against arc flash events for the existing 480 volt electrical gear. Staff would no longer have to determine what class they are working in for the proper personal protective equipment (PPE) requirements associated with that class. He stated the capital construction cost of the project would increase by \$750,000.

Commissioner Mainz asked about PPE requirements. P. Mentink replied staff would still be required to wear PPE. The devices NEW Water is looking to add would extinguish an arc flash instantly, which could prevent a percussion blast. P. Smits added the arc quenching equipment would allow staff to power down sections of a building instead of the entire building, and improves safety conditions.

#### **Motion #18-039**

It was moved by Mainz, seconded by Hoffmann, and unanimously agreed to approve additional project contingency to fund the professional services required to incorporate additional arc quenching equipment to protect all existing 480 volt electrical distribution gear in the amount of \$17,891.

- 10) **Request Commission approval to award the 2018 Planned Roof Replacement Projects to Northern Metal & Roofing Co., Inc. in the amount of \$188,727.**

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P. Smits stated two roofs, DPF Blower Building #2 and DPF Service Building, are budgeted for replacement in the 2018 Capital Improvement Plan. NEW Water visually inspects all building roofs semi-annually. An infrared analysis was completed on these roofs in 2017, which indicated there were roof areas that had wet insulation due to leaks. NEW Water publically advertised for bids and a pre-bid meeting was held with approved contractors. Three contractors submitted proposals. The roofs will be replaced using a multi-ply built up roof system because this type of roof lasts 30 years and does not deteriorate. He requested Commission approval to award the 2018 Planned Roof Replacement Projects to Northern Metal & Roofing Co., who submitted the lowest cost bid.

Commissioner Hasselblad asked if NEW Water has any green roofs. P. Smits replied no. The benefits of a green roof at the DPF does not outweigh the cost at this time.

#### **Motion #18-040**

It was moved by Hoffmann, seconded by Mainz, and unanimously agreed to award the 2018 Planned Roof Replacement Projects to Northern Metal & Roofing Co., Inc. in the amount of \$171,570 and a 10% contingency of \$17,157 under the authority of the Executive Director for a total project amount of \$188,727.

#### **11) Sewer plan approvals:**

##### **a) Town of Lawrence – Project #T0978 9-18-00102; GBMSD Request 2018-17**

N. Qualls reported the Town of Lawrence is requesting approval for a sanitary sewer serving a new subdivision extension around the Hemlock Creek School. Flow would be tributary to the Ashwaubenon Creek Interceptor.

##### **b) Village of Luxemburg – Project #0253-18-01; GBMSD Request #2018-18**

N. Qualls reported the Village of Luxemburg is requesting to upsize an existing sanitary sewer. Flow would be tributary to the Wequiock Creek Interceptor.

N. Qualls stated approval of these sewer plans would be contingent upon favorable approval recommendations from Brown County Planning for the Town of Lawrence sewer plan and Bay-Lake Regional Planning Commission for the Village of Luxemburg sewer plan and final approval by the WDNR.

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#### Motion #18-041

It was moved by Hoffmann, seconded by Tumpach, and unanimously agreed to approve the Town of Lawrence sewer plan subject to favorable review by Brown County Planning and the Village of Luxemburg sewer plan subject to favorable review by Bay-Lake Regional Planning Commission and final approval by the WDNR.

#### 12) **Laboratory & Research Department update.**

E. Hepp gave an update on the 2017 and 2018 activities in the Laboratory & Research Department. The Inductively Coupled Plasma unit is getting certified for measuring gold and platinum. Staff will be conducting sampling and analysis of the Westside Interceptor to determine if the chemical treatments for odor control from two paper mills are changing the characteristics of wastewater pollutants. For 2017, the Laboratory and Research Department processed 15,677 samples for a total of 114,452 individual results.

#### 13) **Update of projects:**

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

N. Qualls reported the R2E2 Contract 34 work continues, and the project is 95% complete. Staff is currently working with some complicated process integration and startup of the new processes. The replacement digester cover has been fully welded and tested, and is now being coated before being placed by the end of June. The fluid bed incinerator centrifuge sludge drying process training has continued into startup and optimization. The first burn of sludge in the new incinerator took place on May 9, 2018. Air permit documentation was submitted and compliance testing with the contractor is taking place. The manufacturer was adding some water to the dryer to assist moving the sludge during startup, the water valve stuck open, and the dryer filled up with water and caused sludge to spill out and spray around the pumping system. No environmental release was associated with this spill. Later this month NEW Water will be burning biogas in the biogas engines for the first time. Milestones 4, 5, and 6 are behind schedule. Staff is tracking the construction schedule closely, and will provide an update at the June meeting.

Commissioner Hoffmann asked if there are liquidated damages in the contract. N. Qualls replied yes.

##### **b) Bayview Interceptor Replacement Project**

P. Mentink stated over the past couple of months the engineer conducted some additional soils analysis and borings, and also evaluated an alternative route for the alignment for the replacement interceptor sewer. In February 2018 the Commission approved an increase in the project contingency to complete this work. The work has been completed and NEW Water plans to move ahead with the Bayview Interceptor Replacement Project bidding process and incorporate the alternative interceptor alignment.

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**14) Operation report:**

**a) Effluent quality for April**

P. Wescott reported both facilities were in full compliance with effluent limits for the month of April.

**b) Air quality for April**

P. Wescott reported the Green Bay Facility was in compliance with air quality limits for the month of April. He stated there has not been a bypass damper opening on Incinerator #2 for 174 days, and it has been over 400 days on Incinerator #1. He attributed this to the Treatment and Maintenance staff for keeping the old equipment running and operational, while also starting up the new equipment. Kudos to the whole organization for helping out when needed.

The Commission congratulated staff.

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

**a) June Commission meeting**

The June Commission meeting will be held Wednesday, June 27, 2018, beginning at 8:30 a.m.

A special Commission meeting will be scheduled in June or July for Carlson Dettmann Consulting to discuss NEW Water's compensation program.

**b) Jake Kehring was promoted to Treatment Leader**

Jake Kehring has been the Interim Treatment Leader, and has now been promoted to Treatment Leader.

**c) Silver Creek Student Monitoring Event**

As part of the Great Lakes Initiative grant, the Public Affairs & Education Department coordinated the Silver Creek Student Monitoring Event with Oneida and Bayport High Schools. A week after this event, a very significant rainfall event occurred. This was a testament of having 90% of agricultural cover over the winter, which was seen to be beneficial.

**d) Central States Water Environment Association award recipients**

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Three NEW Water employees received awards:

- Erik Hepp received the Water Environment Federation (WEF) Laboratory Excellence Award that recognizes an individual for outstanding performance, professionalism, and contributions to the water quality analysis profession.
- Craig Lawniczak received the Central States Water Environment Association Operations Award for Wisconsin that is given in recognition of outstanding wastewater treatment plant operation.
- Tom Sigmund received the WEF William D. Hatfield Award for outstanding performance and professionalism in the operation of a wastewater treatment facility. This award is a testament of the innovation of the entire organization.

**e) NACWA Summer Conference**

The NACWA Summer Conference will be held in Boston, MA beginning on Monday, July 23, 2018. If a Commissioner is planning to attend the conference, please contact Jean Van Sistine.

There being no further business to come before the Commission, the meeting adjourned at 9:45 a.m.

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**Secretary**