

GREEN BAY METROPOLITAN SEWERAGE DISTRICT
PROCEEDINGS OF THE COMMISSION

Regular meeting of the Commission held June 25, 2014.

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

ALSO PRESENT: T. Sigmund, P. Kaster, P. Wescott, B. Hafs, N. Qualls, M. Urbancic, J. Czynski, D. Van Hefty, K. Ciesielczyk, B. Angoli, L. Sarau, B. Brown, T. Garrison, B. Bartel, T. Brown, M. Erschnig, K. Marquardt, J. Van Sistine, J. Nicks–Legal Counsel

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

1) Approval of minutes of Commission meeting held May 28, 2014.

Motion #14-038

It was moved by Blumreich, seconded by Hoffmann, and unanimously agreed to approve the May 28, 2014 minutes as distributed.

2) May financials.

P. Kaster reported total operating revenues for the month of May were favorable to budget by 18% or \$475,000. He stated leading the favorable results were \$135,000 from unanticipated additional septage revenues from the three cheese facilities and 2013 year-end settlement with one mill customer for \$67,000. He reported total operating expenses for the month of May were favorable to budget by \$93,000 or 6% due to less expenditures than budgeted from projects not yet started and timing of billing versus budget for contracted services and maintenance equipment and repairs. Net income for the month of May was \$661,000.

Commissioner Hasselblad asked how long NEW Water, the brand of the Green Bay Metropolitan Sewerage District, will receive the waste from the three cheese facilities. T. Sigmund replied currently the waste is either disposed on fields or brought to NEW Water, depending on the weather. The three cheese facilities are in the process of designing or constructing a treatment facility.

Commissioner Hoffmann asked about the variance in chemicals from 2014 to 2013. P. Wescott replied that polymer is the largest chemical purchased and is budgeted on a monthly basis, but may not be purchased every month. He stated the budget will balance out at the end of the year.

Commissioner Tumpach asked what NEW Water intends to do with any upside of revenues and expenses. T. Sigmund replied at the end of the year any money remaining after depreciation and fixed assets will go into the rate stabilization reserve.

3) Introduce new employees:

a) Dan Van Hefty, Control System Software Engineer

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J. Czapinski introduced Dan Van Hefty, who is the new Control System Software Engineer. He stated Mr. Van Hefty has been at NEW Water for about four weeks.

D. Van Hefty stated that he has 17 years of experience in PLC controls. He stated in October he will be married 20 years, has three sons, and enjoys painting saw blades and learning how to do taxidermy in his spare time.

b) Kelly Ciesielczyk, Buyer

P. Kaster introduced Kelly Ciesielczyk, who is the new Buyer. Mr. Ciesielczyk started his employment at NEW Water on May 27.

K. Ciesielczyk stated that he has over 10 years of procurement experience in buying, strategy development, and deployment. He has a Bachelor's degree in Business Administration and holds his professional certification as a Certified Professional Supply Management. He is detail orientated, a problem solver, has strong analytical and data skills, and a commitment to continuous improvement. He is looking for a prosperous career at NEW Water.

The Commission welcomed them.

Commission Mainz asked if these positions filled were positions vacant on the organization chart. T. Sigmund replied yes. He stated all of the positions have been filled with the accepted offer for the Staff Engineer position.

- 4) **Approve Resolution for acceptance of the Compliance Maintenance Annual Report for 2013 for the Green Bay Facility.**
- 5) **Approve Resolution for acceptance of the Compliance Maintenance Annual Report for 2013 for the De Pere Facility.**

M. Urbancic stated the process went quite well and NEW Water continues every year to receive straight A's on the whole report. He requested Commission approval of the Resolutions for acceptance of the Compliance Maintenance Annual Report for 2013.

Commissioner Hasselblad stated NEW Water's grade point average of 4.00 puts it in the voluntary range. Good work everyone.

T. Sigmund stated that if a score gets worse, eventually facilities planning would need to be done and it would have an impact on funding as well.

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Motion #14-039

It was moved by Blumreich, seconded by Tumpach, and unanimously agreed to approve Resolutions for acceptance of the Compliance Maintenance Annual Report for 2013 for the Green Bay and De Pere Facilities. (Resolutions #14-004 and #14-005 are on file at the NEW Water offices)

Commissioner Mainz asked who estimates what it would cost to remove phosphorus. T. Sigmund replied a brief study was done three to four years ago by CH2M HILL estimating what the cost would be to expand the facility.

6) Sewer plan approval:

a) Town of Ledgeview/Ledgeview Sanitary District No. 2 Contract A-2014 Belle Isle Meadow Subdivision; GBMSD Request 2014-09

B. Angoli stated the Ledgeview Sanitary District No. 2 on behalf of the Town of Ledgeview is requesting expansion of the Belle Isle Meadow Subdivision. Ledgeview is requesting to install 12 and 8-inch pipes to serve some new homes, and flow would be tributary to the Swan Road Interceptor. He stated approval would be subject to favorable review and approval by Brown County Planning (BCP) and Wisconsin Department of Natural Resources (WDNR).

Motion #14-040

It was moved by Mainz, seconded by Hoffmann, and unanimously agreed to approve the Town of Ledgeview/Ledgeview Sanitary District No. 2 Contract A-2014 Belle Isle Meadow Subdivision sewer plan subject to favorable review by BCP and final approval by the WDNR.

7) Update of projects:

a) Resource Recovery and Electrical Energy (R2E2)

B. Angoli reported that over the last month the team has focused on the Process Hazard Analysis and has identified 39 items to review for safety issues. The team will be getting its comments back to the engineer on the 60% design review of the digester and biogas.

b) Pump Station Transformer Relocation and MCC-B7 Replacement

L. Sarau reported the building construction has begun and the MCC replacement is in process. The transformer will be moved to the new building this week. Some testing will be done and the generator will be removed. She stated the contractor plans to have the project completed by mid July. She stated the outstanding issue has been resolved and a change order has been written and approved to perform the work.

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Commissioner Hasselblad asked if this will extend the length of the project. L. Sarau replied no.

c) Primary Switchgear and Utility Relocation (R2E2 – Contract 33)

B. Brown reported the R2E2 construction effort got underway in May with the start of the Contract 33 work. To date work has started on rerouting the waste activated sludge pipelines from De Pere, excavating the switch gear building, and constructing the electrical duct banks. The contractor is struggling with some underground obstructions and persistent rainy conditions. He stated one issue was noted on the monthly report related to installing backflow prevention on the fire protection loop. Staff is waiting for some cost information from its contractor before deciding how and when to proceed.

8) Operation report:

- a) Effluent quality for May**
- b) Air quality for May**

P. Wescott reported both facilities were in full compliance with effluent and air quality limits for May. He stated the De Pere Facility tied a record low for Carbonaceous Bichochemical Oxygen Demand with a daily average concentration of 2.0 mg/L and Total Suspended Solids with a daily average concentration of 1.0 mg/L. He reported there were no bypass damper openings, which would have required notification to the DNR.

9) Executive Director's report:

- a) July Commission meeting**

The July Commission meeting will be held on Wednesday, July 23, 2014, beginning at 8:30 a.m.

- b) EPA Publication "*Moving Toward Sustainability: Sustainable and Effective Practices for Creating Your Water Utility Roadmap*"**

Attached to the memo was a document produced by the Environmental Protection Agency and a Utility Steering Group titled: *Moving Toward Sustainability: Sustainable and Effective Practices for Creating Your Water Utility Roadmap*. This document focuses on sustainability and provides small to midsize utilities with some information on moving their utilities forward. This document will also be featured at the NACWA Conference in July.

- c) DNR laboratory audit**

Every three or so years the DNR conducts an audit, and will be conducting a three day audit of NEW Water's laboratory practices.

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d) NEW Water 2013 Annual Report

T. Garrison distributed and reviewed the 2013 Annual Report. She stated the Annual Report theme was *Utility of the Future*. She stated that staff is very proud of the cost savings and efficiencies that are being implemented around the plant, and also noted the various awards and achievements NEW Water had earned in 2013.

The Commission congratulated her.

T. Sigmund stated the Annual Report is available on NEW Water's website.

e) Long term disability insurance renewal

The long term disability insurance renewal date is July 1. NEW Water has been with Reliance Standard since 2010 and it has been the lowest cost plan until now. Reliance's renewal rate has increased by 15%. NEW Water received two other quotes in addition to Reliance, and Lincoln Financial offered the same coverage at \$14,000 less with a two-year rate guarantee.

Commissioner Mainz asked if NEW Water's long term disability insurance is comparable to other municipal or wastewater treatment facilities. T. Brown replied NEW Water did a benefit survey last year and it included a large number of entities. She stated that staff did not focus on the insurance part of the survey, so she will go back and review it and report back to the Commission.

There being no further business to come before the Commission, the meeting adjourned at 9:02 a.m.

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Secretary