

GREEN BAY METROPOLITAN SEWERAGE DISTRICT
PROCEEDINGS OF THE COMMISSION

Regular meeting of the Commission held October 20, 2016.

PRESENT: Commissioners Blumreich, Mainz, Tumpach, and Hoffmann

EXCUSED: Commissioner Hasselblad

ALSO PRESENT: T. Sigmund, P. Wescott, P. Kaster, N. Qualls, T. Brown, B. Angoli, B. Oldenburg, M. Diaz, B. Bartel, T. Garrison, J. Cypinski, M. Urbancic, B. Vander Loop, J. Van Sistine, J. Smies–Legal Counsel; D. Simmons–American Foods Group

Commission Secretary Blumreich called the meeting to order at 12:30 p.m.

1) Safety moment.

T. Sigmund stated slips and falls are one-third of worker compensation claims. He provided tips on how to avoid injuries in snow and ice.

2) Public hearing on the Sewer Use Ordinance.

Commissioner Blumreich stated the next agenda item is a public hearing on proposed revisions to the Green Bay Metropolitan Sewerage District (GBMSD) Sewer Use Ordinance. GBMSD has a Sewer Use Ordinance which contains the rules adopted by its Commission about how GBMSD is governed. Whenever staff revises or adds to the Sewer Use Ordinance, a hearing is held to listen to input from the public. This is required by Sections 200.11 and 200.45 of the Wisconsin Statutes. The procedure GBMSD follows is described by Section 227.18 of the Wisconsin Administrative Code. It requires that GBMSD explain the purpose of the hearing, present a summary of the factual information on which the proposed rule or rule change is based, allow interested persons to express their opinions about the rule change, and keep a record of what GBMSD is doing. For this hearing, the record will be the minutes of the hearing kept by Jean Van Sistine, and later approved by the Commission.

For the record, four of the five Commissioners are here today, including Tom Mainz, Mark Tumpach, Lee Hoffmann, and myself, Jim Blumreich. Because the Commission President, Kathryn Hasselblad, is unavailable to attend this hearing, Commissioner Blumreich will be conducting the hearing as Secretary of the Commission. Whenever GBMSD conducts a public hearing, there are some procedural requirements about advance notice to the public. He asked Attorney Jon Smies, as counsel to GBMSD, to confirm that the procedure requirements have been met.

J. Smies stated a public notice of the hearing was published in the Green Bay Press-Gazette 30 days in advance and a written notice was provided to the clerks of the municipalities, which meets the procedural requirements. These documents will be made part of the record.

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Commissioner Blumreich asked Bill Oldenburg, GBMSD's Pretreatment Program Coordinator, to explain the factual background and reasons for the proposed changes to the Sewer Use Ordinance.

B. Oldenburg provided copies of the email comments received and the responses provided. He stated general questions were asked as to if the changes applied to the person initiating the email. He stated no phone calls or written comments by mail were received. He stated GBMSD received two letters from the Wisconsin Department of Natural Resources (WDNR) approving the streamlining changes to the GBMSD Pretreatment Program and proposed changes to GBMSD's Enforcement Response Plan.

B. Oldenburg reviewed the proposed amendments to the GBMSD Sewer Use Ordinance, as follows:

- Create the definition of Non-significant Categorical Industrial User as required by changes to NR 211 in January 2014 to address Pretreatment Streamlining.
- Amend the definition of Significant Industrial User allowing an exception for the definition of Non-significant Categorical Industrial User.
- Delete Section 6.13 Combined Discharge Authorization. This section was specific to the combined process discharges of Procter & Gamble and Georgia-Pacific. Georgia-Pacific no longer discharges process wastewater to the sanitary sewer making this language obsolete.
- Amend Section 6.15 to put emphasis on the type of approval for mercury Best Management Practice plans.
- Amend Section 6.40 to add specific language emphasizing slug discharges.
- Amend Section 7.25 to add specific language emphasizing slug discharges.
- Amend Section 7.45 to clarify documentation submittal requirements for Best Management Practice plans, identify state statute defining principal executive officer and identify submittal requirements for Non-significant Categorical Industrial Users.
- Amend Section 7.80 to specifically include Best Management Practice plans as part of required records retention.
- Amend Section 9.10 to remove references to infiltration and inflow and include language for the development of the fixed charge for invoicing customers.
- Amend Section 10.40 changing Significant Noncompliance Publication references from federal citations to state statute citations.
- Amend the Enforcement Response Plan. No substantive changes were made to this document. The language changes are clarifying in nature by making current state statute references, position titles and other clarifying language.

Commissioner Mainz asked if the WDNR approves the changes to GBMSD's Sewer Use Ordinance. B. Oldenburg replied yes.

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Commissioner Blumreich stated GBMSD is now going to hear comments from the public. For those of you who wish to speak, please step up, identify yourself, state your address and make your comment. Is there anyone here who wishes to comment about the proposed revisions to the Sewer Use Ordinance? He asked two more times if there is anyone here who wishes to comment about the proposed revisions to the Sewer Use Ordinance? Hearing none, he hereby declared this hearing closed at 12:47 p.m.

- 3) **Request Commission approval of the proposed language changes to the Green Bay Metropolitan Sewerage District Sewer Use Ordinance and Enforcement Response Plan.**

Motion #16-064

It was moved by Mainz, seconded by Tumpach, and unanimously agreed to approve the proposed language changes to the Green Bay Metropolitan Sewerage District Sewer Use Ordinance and Enforcement Response Plan. (See Commission File 16-006)

- 4) **Approval of minutes of Commission meeting held September 29, 2016.**

Motion #16-065

It was moved by Tumpach, seconded by Mainz, and unanimously agreed to the September 29, 2016 minutes as distributed.

- 5) **Request Commission approval of the 2017 dental insurance plans and premium sharing.**

T. Brown presented the proposed dental insurance plans for 2017. She stated Lincoln Financial has been NEW Water's, the brand of the Green Bay Metropolitan Sewerage District, dental insurance carrier for the last two years, and provided a guaranteed rate for 2015 and 2016. Lincoln Financial's renewal rate for 2017 increased by 9.5% for the same benefit coverage. AON Employee Benefits Consulting Group suggested that NEW Water look at the CarePlus DHMO plan, which offers a greater level of benefits at a lower cost. All services for the CarePlus plan must be provided by Dental Associates. NEW Water is recommending a dual choice for dental insurance for 2017, because it offers employees flexibility to choose the plan that best fits their family needs. She stated the net budget impact is an increase of 13.2%, which includes: 9.5% renewal increase with Lincoln Financial, four additional family plans budgeted for 2017, and an estimated 15% migration to the CarePlus plan. She requested Commission approval to dual contract for NEW Water's dental insurance with CarePlus for a two-year period and Lincoln Financial for a one-year period and maintain an 80/20 premium cost share for both plans.

Commissioner Mainz asked if CarePlus provided a two-year fixed price. T. Brown replied yes.

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Motion #16-066

It was moved by Tumpach, seconded by Hoffmann, and unanimously agreed to dual contract for NEW Water's dental insurance with Lincoln Financial for a one-year period with 2017 premium sharing for eligible employees at \$27.50 per month for single plan coverage and \$86.45 per month for family plan coverage, and with CarePlus for a two-year period with 2017 premium sharing for eligible employees at \$21.53 per month for single plan coverage and \$67.72 per month for family plan coverage.

- 6) **Request Commission approval of the Resolution concerning billing methodology assignment of fixed units pursuant to Section 9.20 of the Green Bay Metropolitan Sewerage District Sewer Use Ordinance.**

B. Vander Loop stated an important component of the billing methodology approved in 2014 is the annual determination and assignment of fixed units to unmetered and unsampled sewer service areas. Two tables were provided in the Commission memo summarizing the annual fixed units that were applied to past budget years and the annual fixed mass units per equivalent residential unit for 2017. He requested Commission approval of the Resolution concerning billing methodology assignment of fixed units pursuant to Section 9.20 of the GBMSD Sewer Use Ordinance.

Commission Mainz asked if these numbers were reviewed by NEW Water customers. B. Vander Loop replied no. NEW Water customers have asked to have these numbers updated annually.

Commissioner Mainz asked if the numbers will be a surprise to NEW Water customers. B. Vander Loop replied he did not think so. NEW Water's draft 2017 budget includes the fixed units for the unmetered and unsampled service areas. He offered to send a letter notifying NEW Water customers of the change.

B. Vander Loop stated GBMSD's Sewer Use Ordinance requires Commission approval by resolution of any revisions to the fixed units. Staff would like to incorporate revisions to the fixed units as part of the budget approval process.

Motion #16-067

It was moved by Mainz, seconded by Hoffmann, and unanimously agreed to approve the Resolution concerning billing methodology assignment of fixed units pursuant to Section 9.20 of the Green Bay Metropolitan Sewerage District Sewer Use Ordinance. (Resolution #16-004 is on file at the NEW Water offices)

- 7) **Request Commission approval to authorize the Executive Director to execute the Amendment to Agreement for Mill Waste Force Main.**

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N. Qualls stated that in 2009, NEW Water entered into an agreement for the Mill Waste Force Main (forcemain), which conveys wastewater from Fox River Fiber (FRF) to the De Pere Facility (DPF). He stated NEW Water owns the forcemain, FRF paid for the design and construction of the forcemain, and FRF pays for all maintenance costs of the forcemain. FRF is expanding its facilities in De Pere, and the building addition would conflict with the current forcemain location. All parties would like to relocate the forcemain located on FRF property to eliminate the conflict. FRF has requested ownership of the portion of the forcemain in conflict with the building addition be transferred to FRF. NEW Water staff have requested that FRF retain a Wisconsin licensed professional engineer to design the forcemain relocation and to take into consideration the close proximity of the new forcemain location and the building addition. He requested Commission approval to authorize the Executive Director to execute the Amendment to the Agreement for Mill Waste Force Main. He stated NEW Water engineering staff would review the design prior to ownership transfer and relocation of the forcemain.

Commissioner Mainz asked if this request is cost neutral. N. Qualls replied yes.

Commissioner Mainz asked if NEW Water has an easement. N. Qualls replied yes.

T. Sigmund stated the amendment was developed by FRF and NEW Water legal counsel.

Motion #16-068

It was moved by Mainz, seconded by Hoffmann, and unanimously agreed to authorize the Executive Director to execute the Amendment to the Agreement for Mill Waste Force Main, which transfers ownership of certain portions of the forcemain located on Fox River Fiber's property, contingent upon favorable review and approval of the forcemain design documents by NEW Water staff.

8) Request Commission approval to authorize the Executive Director to enter into the Agreement for Purchase of Capacity in Wequioc Creek Interceptor Sewer with the Village of Luxemburg.

B. Angoli stated presently the Village of Luxemburg pretreats its wastewater prior to pumping it through a forcemain owned by Royal Scot into NEW Water's Scott Bayshore Interceptor. The Luxemburg Wastewater Treatment Plant recently had two treatment facility overflows, and was ordered by the WDNR to take corrective actions to bring the plant into compliance. He stated the Wequioc Creek Interceptor (WCI) was designed to accommodate wastewater from Luxemburg. NEW Water is proposing to allocate 2.0 cubic feet per second (cfs) capacity in the WCI to Luxemburg.

Commissioner Blumreich asked about the additional 1 cfs requested by Luxemburg. B. Angoli replied that staff needs to determine if there is enough capacity downstream before a decision can be made.

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Motion #16-069

It was moved by Hoffmann, seconded by Tumpach, and unanimously agreed to authorize the Executive Director to enter into the Agreement for Purchase of Capacity in Wequiock Creek Interceptor Sewer with the Village of Luxemburg.

9) Sewer plan approvals:

a) Village of Howard Project No. 16011; GBMSD Request 2016-23

B. Angoli stated the Village of Howard is requesting additional expansion of 621 ft. of 8-inch PVC sanitary sewer and 606 ft. of 8-inch PVC sanitary sewer. He stated flow would be tributary to NEW Water's Bayview Interceptor.

b) Village of Luxemburg Project No. 0253192; GBMSD Request 2016-24

B. Angoli stated the Village of Luxemburg is requesting to connect to the WCI.

Motion #16-070

It was moved by Mainz, seconded by Hoffmann, and unanimously agreed to approve the Village of Howard Project No. 16011 and Village of Luxemburg Project No. 0253192 sewer plans subject to favorable review by Brown County Planning and final approval by the WDNR.

10) Interceptor System Master Plan update.

N. Qualls gave a PowerPoint presentation on the Interceptor System Master Plan, as follows:

- Interceptor System Master Plan Schedule Summary
- Phase 1 Tasks
- Task 2 – Review of Existing Records
- Task 3 – Review of Interceptor Database
- Task 4 – Software Selection
- Software Selection Matrix
- Task 5 – Develop Flow Monitoring Plan
- Phase 2 Tasks
- Task 7 – Implementation of Flow Monitoring Plan
- Task 8 – Inflow & Infiltration Analysis
- Infiltration Based on Gallons Per Day Per Inch-Diameter-Mile
- Wet Weather Response Based on Capture Coefficient
- Peaking Factors During Wet Weather Flows

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- Task 9 – Interceptor System Modeling
- Existing Conditions 10-year Q_{peak}/Q_{design}
- Existing Conditions 20-year Q_{peak}/Q_{design}
- Task 10 – Interceptor System Improvement Alternatives
- Customer Involvement
- Building Confidence in the Model
- Hydrologic Calibration
- Hydraulic Calibration
- Introduce Concepts & Challenges for Developing the Capital Improvement Plan
- Interceptor System Master Plan Next Steps
- Questions or Comments

11) Update of projects:

a) Contract 34 Digestion and Solids Facility

B. Angoli reported the project is moving along, and Milestone No. 3 has been reached. The septage receiving site is up and operational. He stated pouring the concrete for the cone section in Digester No. 1 took 38 hours to complete. He stated the forms are being taken apart and a lot of equipment is going into the new building. He stated the only major issue is with the cost impact associated with the motor control centers recommended by the fluidized bed incinerator equipment vendor. A group met yesterday and are re-evaluating the numbers.

Commissioner Mainz asked if the project is still on schedule. B. Angoli replied yes. Staff is looking at the start up and training schedule to make sure the deadlines will be met.

12) Executive Director's report:

a) December Commission meeting

The December Commission meeting will be held Wednesday, December 7, 2016, beginning at 8:30 a.m. The budget hearing and adoption, and November financials will be part of the December meeting.

b) 2017 Budget update

Any changes to the budget will be emailed to the Commission. No additional customer correspondence has been received.

c) NEW Water partners with Girls Scouts on "Wonders of Water" badge

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On November 5, 2016 NEW Water will partner with the Girls Scouts and the University of Wisconsin–Green Bay on the “Wonders of Water” badge. One hundred girls from around the state are expected to participate.

d) NEW Water becomes tobacco free facility

NEW Water will be a tobacco free facility beginning November 1, 2016.

There being no further business to come before the Commission, the meeting adjourned at 1:55 p.m.

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Secretary