

GREEN BAY METROPOLITAN SEWERAGE DISTRICT

PROCEEDINGS OF THE COMMISSION

Regular meeting of the Commission held April 24, 2019.

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

ALSO PRESENT: T. Sigmund, P. Wescott, N. Qualls, B. Vander Loop, B. Clausen, B. Angoli, L. Sarau, B. Brown, P. Mentink, B. Bartel, P. Smits, J. Czapinski, B. Oldenburg, S. Thieszen, J. Maas, T. Garrison, J. Van Sistine, J. Smies–Legal Counsel; M. Steppe & A. Sitter–Nicolet National Bank

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

1) Safety moment.

T. Sigmund reported that the Human Resources Department is working on a goal to eliminate employees' social security numbers from employee records throughout the organization. This is considered a best practice.

Commissioner Hasselblad stated that we are entering the month of the highest forest fires in Wisconsin. The Smokey Bear Campaign is 75 years old this year and it is the best public service campaign in the country. Use caution when going into the woods.

2) Nicolet National Bank economic and financial market update.

B. Vander Loop introduced Mike Steppe and Adam Sitter from Nicolet National Bank. He stated that Mike Steppe will give a six-month review of NEW Water's, the brand of the Green Bay Metropolitan Sewerage District, investments.

M. Steppe provided an economic and financial market update, as follows:

- Economic Update
- Equity Markets
- Fixed Income Markets

3) 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 and 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) Discussion of negotiation strategy concerning a potential industrial customer
- b) Discuss negotiation strategy relating to a potential real estate transaction
- c) Litigation involving industrial forcemain

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Motion #19-025

It was moved by Blumreich, seconded by Mainz, 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 and 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.

- 4) **Reconvene in open session.**

Motion #19-026

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

Following closed session, agenda items were taken out of sequence based on staff's presence for reporting.

- 5) **Approval of minutes of Commission meetings held March 27 and April 11, 2019.**

Motion #19-027

It was moved by Blumreich, seconded by Mainz, and unanimously agreed to approve the March 27 and April 11, 2019 minutes as distributed.

- 13) **March 2019 Operations report.**

P. Wescott reported for the month of March, both facilities were in full compliance with NEW Water's WPDES permit. He reviewed the impact of the high flows on both facilities from the snow and rain events in March. On March 14, 2019 the De Pere Facility experienced hourly influent flows as high as 51 mgd, and flow is normally around 8 mgd. The Green Bay Facility had a peak hourly influent flow of 106 mgd and is normally 30 – 40 mgd.

P. Wescott reported the Green Bay Facility was in full compliance with air quality limits for March. A scheduled audit with the Department of Natural Resources (DNR) was conducted in March. NEW Water received the final inspection report in mid-April and the results showed the Green Bay Facility had no violations. The R2E2 facility generated 1,300 megawatts of electricity and 99.8% of the biogas generated was utilized on site. A trial of high strength waste is currently underway and the high strength waste will be analyzed for its effects on digestion, gas production, and liquids treatment processes.

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Commissioner Hasselblad asked what staff's projection is for the R2E2 Project. P. Wescott replied to generate 50% of NEW Water's energy needs.

6) March financials.

B. Clausen reported total operating revenues for the month of March were favorable to budget by \$300,000 or 9% due to more precipitation received. Year to date total operating revenues were favorable to budget by \$430,000 or 5% due to additional TSS loadings and more precipitation received.

B. Clausen reported total operating expenses for the month of March were unfavorable to budget by (\$892,000) or (52%) due to more expenditures in maintenance – interceptors, chemicals, power & natural gas, and contracted services for legal services. Year to date total operating expenses were unfavorable to budget by (\$1,800,000) or (36%), and \$1,700,000 of that was for maintenance on the interceptors and legal services. Operating income for March was \$851,000 and year to date was \$2,500,000. Net loss for the month of March was (\$262,000) and year to date was (\$1,200,000).

Commissioner Blumreich asked staff to provide the Commission with a forecast as to where the maintenance – interceptors will be at year-end at the next meeting.

7) Request Commission approval to award the construction contract for the Green Bay Facility Administration Building Office Renovation Project #18-021-CO to Miron Construction Co., Inc. in the amount of \$953,280.

B. Brown stated the primary drivers for renovating the Administration Building were to replace old and worn furniture and finishings installed in the 1990s, provide equivalent support equipment in all conference rooms, and improve security in the lobby area. A pilot renovation project was completed last year, and McMahon Associates has completed the design of the remaining Administration Building. The project was bid in early April and three bids were received. Miron Construction Co. provided the most attractive bid. He requested Commission approval to award the construction contract of the Green Bay Facility Administration Building Office Renovation Project to Miron Construction in the amount of \$866,280 with a 10% contingency for a total cost of \$953,280.

Commissioner Mainz asked if this project was budgeted. N. Qualls replied yes. This project, along with the next two agenda items, were included in the 2019 annual capital projects.

Motion #19-028

It was moved by Blumreich, seconded by Hoffmann, and unanimously agreed to approve to award the construction contract for the Green Bay Facility Administration Building Office Renovation Project 18-021-CO to Miron Construction, Co., Inc. in the amount of \$866,280 and a 10% contingency of \$87,000 under the authority of the Executive Director for a total amount of \$953,280.

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- 8) **Request Commission approval to issue a purchase order to Building Service Inc. to procure furniture and associated moving services for the Green Bay Facility Administration Building Office Renovation Project #18-021-EP in the amount of \$337,734.72.**

B. Brown reported this approval request is to issue a purchase order to Building Service Inc. for the furniture purchase and deconstruction and set up of furniture in both the permanent work areas and temporary work stations. Building Service Inc. was a design partner with McMahon Associates throughout this process and worked with NEW Water staff on the phasing efforts. He requested Commission approval to issue a purchase order to Building Service Inc. to procure furniture and associated moving services for the Administration Building Office Renovation Project in the amount of \$307,034.72 and a 10% contingency for a total amount of \$337,734.72.

Commissioner Hoffmann asked how staff knows this is a fair price. N. Qualls replied there was not a competitive process for this item because it was not a construction project. This is a professional judgment from working with McMahon Associates and Building Service Inc. throughout this project, as well as with the R2E2 Project.

Commissioner Hasselblad suggested that NEW Water donate the old furniture to a charitable organization.

Motion #19-029

It was moved by Mainz, seconded by Blumreich, and unanimously agreed to issue a purchase order to Building Service Inc. to procure furniture and associated moving services for the Green Bay Facility Administration Building Office Renovation Project 18-021-EP in the amount of \$307,034.72 and a 10% contingency of \$30,700 to be administered under the authority of the Executive Director for a total amount of \$337,734.72.

- 9) **Request Commission approval of an Amendment to the Green Bay Facility Administration Building Office Renovation Project Agreement 18-021-CS with McMahon Associates, Inc. for additional construction related services in the amount of \$34,461.**

B. Brown stated that McMahon Associates completed the design and bidding services under a previous agreement. He requested Commission approval of an Amendment for additional construction related services.

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Motion #19-030

It was moved by Mainz, seconded by Blumreich, and unanimously agreed to approve an Amendment to the Green Bay Facility Administration Building Office Renovation Project Agreement 18-021-CS with McMahon Associates, Inc. for additional construction related services in the amount of \$31,361 and a 10% contingency of \$3,100 under the authority of the Executive Director for a total amount of \$34,461.

- 10) **Request Commission approval of Contract 34 Digestion and Solids Facility Change Order No. 48 in the amount of \$163,283.39.**

B. Angoli stated the contractor and engineer are continuing to review work change directives for equipment used, material installed, and time sheets to finalize costs. Final accepted costs will then be put into a request for compensation, which staff will review. He requested Commission approval of Change Order No. 48 in the amount of \$163,283.39.

Motion #19-031

It was moved by Blumreich, seconded by Mainz, and unanimously agreed to approve Contract 34 Digestion and Solids Facility Change Order No. 48 in the amount of \$163,283.39.

- 11) **Sewer plan approvals:**
- a) **Village of Allouez Contract AL-2019-02; GBMSD Request #2019-12**
 - b) **Village of Ashwaubenon Project #A0017-91800710; GBMSD Request #2019-13**
 - c) **Town of Lawrence Project #L0017 9-18-00563; GBMSD Request #2019-14**

Commissioner Mainz asked if there is anything special about these sewer plan requests. B. Angoli replied no.

Motion #19-032

It was moved by Mainz, seconded by Blumreich, and unanimously agreed to approve the Village of Allouez, Village of Ashwaubenon, and Town of Lawrence sewer plans subject to favorable approval recommendations from Brown County Planning and final approval by the Wisconsin DNR.

- 12) **Update of projects:**
- a) **Contract 34 Digestion and Solids Facility**

B. Angoli reported that staff is still working through the phosphorus issues with the nutrient recovery system to determine if NEW Water can proceed with struvite. The wall construction has been completed. Work continues on installation of the HVAC train and the second set of stairs for egress in the mezzanine mechanical area utility work for wall construction.

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B. Angoli reported additional cost for Work Change Directive 272 Solids Building Wall Construction and Utility Work will be presented at the May Commission meeting. Next month staff will request Commission approval for additional Services During Construction costs due to additional work on the instrumentation and control support for plant equipment control operations, delays in equipment deliveries for site inspection, digestion phosphorus issues, and nutrient recovery system.

b) 2018 Interplant Forcemain Fitting Repair

L. Sarau stated that all of the actual pipeline repair work has been completed with the exception of the work requiring a railroad permit. There has been some issues with getting the railroad permit. The contractor has been coordinating restoration work with the host municipalities. De Groot has been working more with the City of Green Bay since that is where most of the work was done. There was a time extension request submitted due to the bolt lead time. The bolts were supposed to be seven weeks out and ended up being about 12 weeks out. The bolts lead time significantly delayed the project, along with the weather and the Canadian National Railroad permitting issue. NEW Water will consider a time extension.

c) 2018 Industrial Forcemain Fitting Repair

L. Sarau stated that all of the actual repairs have been completed. Pressure testing will be done this week and the forcemain will be restarted next week. The contractor is working with the City of De Pere to coordinate pavement restoration. The City of De Pere has asked that the pavement work on Ninth Street be done after the school year. The pavement restoration on Eighth Street should be done today. The substantial completion date was March 31, 2019. A time extension will be requested due mainly to the scheduling issues. NEW Water will consider the request.

d) Meter Stations 6, 8, and 9 Rehabilitation

B. Brown stated we are approaching the substantial completion date and the work is nearly complete for Meter Stations 8 and 9. Landscaping and trim work still needs to be done. Painting of the flume chamber walls and ceiling on Meter Station 6 continues. In the near future punch lists for all three structures, collecting O&M, and training for Field Services staff will be done.

e) 2018 Motor Control Center Replacement

B. Brown stated work on the Motor Control Center Replacement Project is progressing as planned. The emphasis has been mostly on the center mechanical area. Staff has finished two shutdowns in the Administration Building.

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f) De Pere Facility Electrical Distribution and Emergency Generator

P. Mentink reported that active construction has not yet started on the De Pere Facility Electrical Distribution and Emergency Generator Project. Work continues on finishing up the paper work and the contractor lining up material. The underground construction should begin in about three weeks.

g) Bayview Interceptor Replacement

P. Mentink reported that soft soil conditions were encountered early in the project. About 200 – 250 ft. from the launch point the microtunneling boring machine hit what was thought to be an obstruction. The tunneling operation was restarted, but then was suspended when the contractor noticed that the boring machine was turning slightly to the north. Additional investigations into the cause of the horizontal deviation and possible alternatives to correct were conducted. It was determined the steering ability of the boring machine was lost. The contractor proposed to relocate the tunneling launch pit to the west side and proceed with tunneling from the west to the east.

Commissioner Hasselblad asked if the microtunneling boring machine is locked in place. P. Mentink replied yes.

Commissioner Hoffmann asked if there will be additional cost to NEW Water. P. Mentink replied there could be a potential claim. The contractor has submitted correspondence for an additional cost of \$260,000 to relocate and proceed from west to east. The request is being evaluated by Brown and Caldwell and NEW Water.

14) Executive Director's report:

a) May Commission meeting

The May Commission meeting will be held Thursday, May 23, 2019, beginning at 8:30 a.m. A Commission meeting will be scheduled next week to discuss the potential real estate transaction in closed session.

b) Green Bay Facility and De Pere Facility – Facility Plan

NEW Water solicited proposals for the development of a Green Bay Facility and De Pere Facility – Facility Plan. Three proposals were received and interviews will be conducted over the next two weeks. Staff will recommend awarding the Facility Plan at the May Commission meeting.

c) NACWA Policy Fly-In Summary

T. Sigmund attended the NACWA Policy Fly-In in early April. It was a great opportunity to talk to elected officials and regulatory staff about issues.

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d) Strategic Plan update

NEW Water is updating its Strategic Plan with Core Consulting. A summary of the research that was done was included in the Commission packet. The meeting Core Consulting conducted with the Commission on April 11, 2019 was also part of the research phase.

Commissioner Hasselblad stated that the Commission would like staff present in all future strategic planning workshops.

e) National Poison Prevention Week

NEW Water teamed up with Brown County Resource Recovery for community outreach on the National Poison Prevention Week in March. During that week, visitors to the Household Hazardous Waste Facility received "Love Your Pipes" fliers and magnets.

f) NEW Water receives Community Partnership Certificate of Recognition

The Girl Scouts of the Northwest Great Lakes lauded NEW Water with a Community Partnership Certificate of Recognition for helping Wisconsin Scouts earn merit badges on water. NEW Water began this partnership in 2015 and is now partnered with the University of Wisconsin-Green Bay on this community outreach effort.

g) NEW Water receives 2019 Public Information & Education Award

NEW Water received the 2019 Public Information & Education Award from the National Association of Clean Water Agencies.

There being no further business to come before the Commission, the meeting adjourned at 10:12 a.m.

GREEN BAY METROPOLITAN SEWERAGE DISTRICT

Secretary

GREEN BAY METROPOLITAN SEWERAGE DISTRICT

PROCEEDINGS OF THE COMMISSION

Special meeting of the Commission held April 29, 2019.

PRESENT: Commissioners Hasselblad, Blumreich, Hoffmann; Mainz and Tumpach (via telephone)

ALSO PRESENT: T. Sigmund, N. Qualls, J. Smies–Legal Counsel

Commission President Hasselblad called the meeting to order at 10:30 a.m.

- 1) **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) **Discuss negotiation strategy relating to a potential real estate transaction**

Motion #19-033

It was moved by Blumreich, seconded by Hoffmann, 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.

- 2) **Reconvene in open session.**

Motion #19-034

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

There being no further business to come before the Commission, the meeting adjourned at 10:58 a.m.

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Secretary