

ELECTRONIC PACKET

APRIL 8, 2019 POLICY, FINANCE, & PERSONNEL COMMITTEE MEETING

RELEASED: Monday, April 1, 2019



Milwaukee Metropolitan Sewerage District

260 West Seeboth
Street
Milwaukee, WI
53204

Meeting Agenda

Policy, Finance & Personnel Committee

Eugene Manzanet, Chair
Dan Devine, Vice Chair
José G. Pérez, Jeff Stone, Corey Zetts
Kris Martinsek, Ex-Officio

Monday, April 8, 2019

9:05 AM

Dennis M. Grzezinski Conference Room

NOTICE IS HEREBY GIVEN, pursuant to Section 19.84, Wisconsin Statutes, that the Milwaukee Metropolitan Sewerage District's Policy, Finance and Personnel Committee will hold its regularly scheduled public meeting on Monday, April 8, 2019 at 9:05 a.m. or immediately following the Operations Committee meeting which begins at 9:00 a.m. at the District's Headquarters, 260 W. Seeboth Street, Milwaukee, Wisconsin, in the Dennis M. Grzezinski Conference Room.

PURSUANT TO SECTION 19.85(1)(g), Wisconsin Statutes, the Committee reserves the right to go into Closed Session on any item on the public portion of the agenda to confer with Legal Counsel when it appears the matter may involve the District in litigation. If the Committee does convene in such a Closed Session, it is contemplated that the Committee will again, before adjourning the meeting, reconvene at the same place in Open Session at which time the Committee may act upon any item(s) considered in the Closed Session and upon any unfinished items from the regular agenda.

CALL TO ORDER

RECORD ROLL

Approval of Proceedings of Regular Committee Meeting held March 11, 2019

NEW BUSINESS

- | | | |
|---|----------|---|
| 6 | 19-040-4 | Authorization to Execute a Professional Services Agreement with Marquette University to Pilot an Advanced High Rate Treatment System, Project M03091P10 |
| 7 | 19-041-4 | Revision of the Policy Direction Regarding 2050 Facilities Plan |
| 8 | 19-042-4 | Approval of the 2019 Milwaukee Metropolitan Sewerage District Affirmative Action Plan |
| 9 | 19-043-4 | Award of Contract P-2838 for the Purchase of Laboratory Chemicals and Supplies |

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- 10 19-044-4 Authorizing the Executive Director to Amend an Agreement with Ecoplast Packaging, LLC, to Provide Packaging Materials for the Bagging of Milorganite®
- 11 19-045-4 Intergovernmental Cooperation Agreement between the Milwaukee Metropolitan Sewerage District and the City of South Milwaukee for the Incorporation of South Milwaukee's Biosolids into Milorganite® Fertilizer
- 12 19-046-4 Adoption of Commission Policy 1-01.20, Environmental Justice Policy
- 13 19-047-4 Authorizing the Transfer of Funds in the 2018 Operations and Maintenance Budget and the Transfer of Funds in the 2018 Capital Budget
Requires a 2/3 Affirmative Vote of the Commission for Adoption
- 14 19-048-4 Amending the Adopted 2019 Operations and Maintenance Budget to Reflect Carryover of Unexpended Funds
Requires a 2/3 Affirmative Vote of the Commission for Adoption
- 15 19-049-4 Establishing Dates and Times for Commission Review and Public Hearings on the 2020 Capital and Operations and Maintenance Budgets
Only Requires Policy, Finance, and Personnel Committee Approval

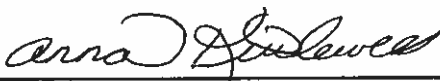
ORGANIZATION & ADMINISTRATION

19-002-1 EXECUTIVE DIRECTOR'S REPORT

A. Monthly Reports

ADJOURNMENT

PLEASE NOTE: Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through sign language interpreters or other auxiliary aids. For additional information or to request these services, contact the Office of the Commission at 414.225.2264, (FAX) 414.272.5057 or write to Office of the Commission, 260 W. Seeboth Street, Milwaukee, Wisconsin, 53204-1446.



Anna Kettlewell, Commission Secretary
Milwaukee Metropolitan Sewerage District



Milwaukee Metropolitan Sewerage District

260 West
Seeboth Street
Milwaukee, WI
53204

Meeting Minutes Policy, Finance & Personnel Committee

Eugene Manzanet, Chair
Dan Devine, Vice Chair
José G. Pérez, Jeff Stone, Corey Zetts
Kris Martinsek, Ex-Officio

Monday, March 11, 2019

10:05 AM

Dennis M. Grzezinski Conference Room

CALL TO ORDER

Committee Chair Commissioner Manzanet called the meeting to order at 10:05 a.m.

RECORD ROLL

Present 5 - Dan Devine, Eugene Manzanet, Kris Martinsek, Jeff Stone, and Corey Zetts

Excused 1 - José G. Pérez

Other Commissioners Present: Carl Krueger.

Approval of Proceedings of Regular Committee Meeting held February 11, 2019

A motion was made by Commissioner Devine, seconded by Commissioner Zetts. The motion carried.

NEW BUSINESS

- 3 19-030-3 Approval of the Plan, Using Green Infrastructure to Promote Biodiversity in the MMSD Planning Area
- The Committee received a PowerPoint presentation from Karen Sands, Director of Planning, Research, and Sustainability, with comments by Kevin L. Shafer, P.E., Executive Director, and Matthew Magruder, Environmental Research Manager.*
- Commissioner Zetts asked that the development community be included in outreach efforts.*
- A motion was made by Commissioner Manzanet, seconded by Commissioner Zetts, that this matter be approved by a voice vote. The motion carried by a unanimous voice vote.

- 4 19-031-3 Authorization to Amend an Intergovernmental Cooperation Agreement with the Village of River Hills for Reconstruction and Abandonment of the Dean Road Extended Milwaukee River Crossings Metropolitan Interceptor Sewer

The Committee received a PowerPoint presentation from Karen Sands, Director of Planning, Research, and Sustainability.

A motion was made by Commissioner Devine, seconded by Commissioner Stone, that this matter be approved by a voice vote. The motion carried by a unanimous voice vote.

- 5 19-032-3 Repeal and Recreation of MMSD Rules, Chapter 13, Surface Water and Stormwater

The Committee received a PowerPoint presentation from Karen Sands, Director of Planning, Research, and Sustainability, Micki Klappa-Sullivan, Manager of Engineering Planning, and Tom Nowicki, Staff Attorney, with comments by Kevin L. Shafer, P.E., Executive Director.

A motion was made by Commissioner Manzanet, seconded by Commissioner Devine, that this matter be approved by a voice vote. The motion carried by a unanimous voice vote.

ORGANIZATION & ADMINISTRATION

19-002-1 EXECUTIVE DIRECTOR'S REPORT

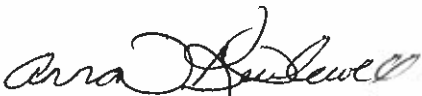
A. Monthly Reports

A. No report.

ADJOURNMENT

It was moved by Commissioner Stone, seconded by Commissioner Devine to adjourn. The motion carried.

As there was no further business, the meeting was adjourned at 10:35 a.m.



Anna Kettlewell, Commission Secretary
Milwaukee Metropolitan Sewerage District

COMMISSION FILE NO: 19-040-4 **DATE INTRODUCED:** April 8, 2019

INTRODUCED BY: Executive Director (Signature on file in the Office of the Commission)

REFERRED BY COMMISSION CHAIRPERSON TO: Policy, Finance, and Personnel Committee

RELATING TO: Authorization to Execute a Professional Services Agreement with Marquette University to Pilot an Advanced High Rate Treatment System, Project M03091P10

SUMMARY:

The Commission is requested to authorize and to direct the Executive Director to execute a two-year professional services contract with Marquette University to pilot an advanced high rate treatment system (AHRTS), Project M03091P10, Ad Hoc Water Quality Studies, in an amount not to exceed \$273,869.

The goals of this research are to develop a pilot-scale AHRTS to treat wastewater to conventional secondary treatment levels and to optimize the system for high rate treatment, cost efficiency, and energy efficiency.

The AHRTS employs two treatment processes: chemically enhanced primary treatment (CEPT) and advanced oxidative processes (AOP's). The CEPT process (using ferric chloride and Praestol™ flocculant aid) expedites and facilitates the removal of solids, partial chemical oxygen demand (COD), biological oxygen demand (BOD), and partial nutrient removal. The AOP's component of the system uses ozone to remove soluble COD and BOD, disinfect pathogens, and oxidize micropollutants, rendering them inert.

This project proposal came to the District through a competitive bid process in the fall of 2017, but it was not recommended then for funding due to other short-term research needs. Independent investment in research and development in the technology by Marquette University has brought the technology to a level that is ready to be advanced.

The project is anticipated to begin on June 1, 2019, and end on May 31, 2021.

ATTACHMENTS: **BACKGROUND** ☒ **KEY ISSUES** ☐ **RESOLUTION** ☒
FISCAL NOTE ☒ **S/W/MBE** ☐ **OTHER** ☐ _____

*PFP_Advanced_High-Rate_Treatment_System_legislative_file
03-20-19*

COMMITTEE ACTION: _____ **DATE:** _____

COMMISSION ACTION: _____ **DATE:** _____

BACKGROUND

Authorization to Execute a Professional Services Agreement with Marquette University to Pilot an Advanced High Rate Treatment System, Project M03091P10

Others in the industry have developed high rate wet weather flow processes to disinfect and remove some suspended solids; however, these systems rely on chlorination for disinfection. Chlorination can form potentially carcinogenic disinfection byproducts and requires a dechlorination step prior to discharge. These systems do not address organic micropollutant removal; the ability to remove micropollutants is a bonus and reduces the risk of not meeting future emerging contaminants regulations. Further, conventional systems are not designed to handle 100% of wet weather flows. To eliminate overflows and basement backups, it is important to handle all wet weather flows in a way that satisfies permit requirements.

Initial research for AHRTS was completed in 2015 under the National Science Foundation Industry/University Cooperative Research Center for Water Equipment and Policy (WEP Center). Initial research involved bench scale batch tests of CEPT and AOP's to treat synthetic wastewater. Batch AOP's were investigated to determine which was the most effective for COD removal and disinfection. While all tested AOP's produced the targeted five-log inactivation of E. coli in less than 10 minutes and exhibited similar reaction rates for COD removal, ozone was chosen as the AOP treatment, because it has the lowest cost as compared to the others.

Phase II of the research, funded in 2016 by the WEP Center, demonstrated that using ozone (application rate of seven gallons/hour, and a dissolved concentration of 0.7 milligrams/liter) alone resulted in 90% COD removal after less than 30 minutes. Work continued to design and construct a bench scale, continuous flow 10-liter reactor that combined CEPT and ozone for a detention time of 40 minutes. High turbidity and COD removal were achieved with the bench scale system.

The next phase of this research is to scale up the technology to construct and test a 1,280-liter (340-gallon) continuous flow system. Optimization of the AHRTS within this research will seek a detention time that allows the system to handle MMSD's 90th percentile overflow volume (18 million gallons) within a feasible full scale footprint.

RESOLUTION

Authorization to Execute a Professional Services Agreement with Marquette University to Pilot an Advanced High Rate Treatment System, Project M03091P10

RESOLVED, by the Milwaukee Metropolitan Sewerage Commission, that the Executive Director is authorized to execute a two-year professional services contract with Marquette University to pilot an advanced high rate treatment system, Project M03091P10, Ad Hoc Water Quality Studies, in an amount not to exceed \$273,869.



Capital Budget Fiscal Note

Total Project Cost

RELATING TO:

Authorization to Execute a Professional Services Agreement with Marquette University to Pilot an Advanced High Rate Treatment System, Project M03091P10

Capital Project Number(s)

M03091

Impact of Requested Action on Total Project Cost:☐

Increase

☐

Decrease

☐

New Project

☒

No Change

Total Project Cost Analysis**Project Costs**

Adopted 2019 Total Project Cost

\$5,719,953

Previously Approved Changes

\$0

Approved Total Project Cost

\$5,719,953

Requested Total Project Cost

n/a

Requested (Increase)/Decrease

\$0

Action to be taken to Long-Range Financing Plan to address Total Project Cost change

_____ Transfer from Allowance for Cost and Schedule Changes

_____ Transfer from another project (specify in comments)

_____ Delay Project(s) (specify in comments)

_____ Delete Project(s) (specify in comments)

_____ Other _____

_____ Transfer to Allowance for Cost and Schedule Changes

Comments

Budget Review by:

Christine Durkin

Date:

3/7/2019

COMMISSION FILE NO: 19-041-4 **DATE INTRODUCED:** April 8, 2019

INTRODUCED BY: Executive Director (Signature on file in the Office of the Commission)

REFERRED BY COMMISSION CHAIRPERSON TO: Policy, Finance, and Personnel Committee

RELATING TO: Revision of the Policy Direction Regarding 2050 Facilities Plan

SUMMARY:

The Commission is requested to authorize and to direct the Executive Director to use the revised policy direction, included as an attachment to this document, in the development of detailed policies and procedures for the 2050 Facilities Plan and to take the actions necessary to implement this revised policy direction in the 2050 facilities planning process.

The Commission adopted this policy direction in April 2015 with the understanding that, if changes to the policy direction arise during the facilities planning process, staff will seek additional direction from the Commission.

The policy direction revision includes changes, such as developing the 2050 Facilities Plan independently from the ongoing Asset Management Plan development and including the recently adopted Total Maximum Daily Load (TMDL) results.

ATTACHMENTS: **BACKGROUND** ☐ **KEY ISSUES** ☐ **RESOLUTION** ☒
FISCAL NOTE ☐ **S/W/MBE** ☐ **OTHER** ☒ Revised Policy Direction Regarding 2050 Facilities Plan

PFP_2050_Plan_Revised_Policy_Direction_legislative_file.docx
03-20-19

COMMITTEE ACTION: _____ **DATE:** _____

COMMISSION ACTION: _____ **DATE:** _____

RESOLUTION

Revision of the Policy Direction Regarding 2050 Facilities Plan

RESOLVED, by the Milwaukee Metropolitan Sewerage Commission, that the revised policy direction regarding the 2050 Facilities Plan that is included as an attachment to this document is hereby adopted and that the Executive Director is authorized and directed to utilize this revised policy direction in the development of detailed policies and procedures for the 2050 Facilities Plan and to take the actions necessary to implement this revised policy direction in the 2050 facilities planning process.

POLICY DIRECTION REGARDING 2050 FACILITIES PLAN

Revised 04.22.19

STATEMENT OF INTENT

It is the intent of the Commission that the Policy Direction regarding the 2050 Facilities Plan should guide the Milwaukee Metropolitan Sewerage District (District) facilities planning process. The Policy Direction should be viewed as a roadmap that incorporates new technologies, new approaches, new collaborations and proactive thinking. The Policy Direction supports the District's mission to cost effectively protect the quality of the region's water resources. The Policy Direction also supports the objective of an efficient and high-performance sewerage system and promotes effective planning that reliably and sustainably meets the needs of growth and redevelopment in a cost-effective manner without causing current customers to absorb unnecessary increases to fixed costs. Additionally, the 2050 Facilities Plan should support integrated regional planning decisions across Southeastern Wisconsin that will allow the service area and broader region to thrive economically and environmentally. The Policy Direction is not intended to establish an urban growth boundary, mandate densities or zoning approaches, or favor one municipality's growth versus another's. The District will also rely substantially on planning information provided by municipalities in order to develop its recommendations.

The Commission commits to obtaining input from the Technical Advisory Team with regard to development of the 2050 Facilities Plan prior to approval by the Commission.

I. EFFICIENT USE OF INFRASTRUCTURE

The Commission finds that contiguous extensions of the sewer service area will promote the efficient and effective operation of the sewerage system; support the effectiveness of the District's flood management measures; protect the quality of the service area's waterways; and enhance economic competitiveness.

The Commission encourages development approaches that minimize stormwater runoff by using green infrastructure and other cost-effective approaches to augment sanitary sewer conveyance capacity in both the combined and separate sewer service areas. These approaches will also minimize infiltration and inflow to the sanitary system and enhance the ability of the municipalities and the District to manage the impacts of wet weather. The efficient use of infrastructure in this manner will support the attainment of regional water quality goals that have been brokered over the past decade by entities such as the District, the Southeastern Wisconsin Regional Planning Commission (SEWRPC), the Wisconsin Department of Natural Resources (WDNR), and ~~the Southeastern Wisconsin Watersheds Trust (Sweet Water)~~ nongovernmental organizations (NGO's).

The Commission will base approvals of the construction of additional conveyance capacity in the 2050 Facilities Plan and the expansion of the sewer service area on the fulfillment of certain conditions, as outlined below:

1. As part of the 2050 Facilities Plan, the District will maximize the use of its conveyance capacity consistent with the region's [municipal](#) 2050 population and land use projections. The Commission will prioritize increasing capacity in a cost-effective manner, consistent with projections, to meet 2050 needs.
2. Sewer service area modifications identified through the facilities planning process will be addressed through the established WDNR/SEWRPC/District sewer service amendment process. The requested amendments must be contiguous with the approved sewer service boundaries and must be consistent with local master plans adopted under sec. 62.23 (2) or (3), Wisconsin Statutes, and sec. 66.1001, Wisconsin Statutes, that addresses comprehensive planning.
3. The Commission will prioritize the construction of additional conveyance capacity through the 2050 Facilities Plan as follows:
 - a. Improvements that serve existing customers or resolve bottlenecks or other problems, including the failure of privately-owned sewage systems, in the existing approved service area;
 - b. Improvements that serve projected growth in population or commercial or industrial development in the existing approved service area based on when the growth is projected to occur;
 - c. Improvements that serve projected growth in population or commercial or industrial development outside the existing approved service area, that are consistent with local comprehensive plans and regional planning recommendations of SEWRPC.
4. Local governments that request extension of service beyond the existing approved sewer service boundaries must provide the District with the local government, SEWRPC and WDNR approvals and other procedural requirements for sewer extension approvals. Depending on the scale of the sewer extension request with respect to the sewer service area boundary or the District planning area boundary, the District Commission may request additional information from District staff, the local government requesting the extension or from others before the extension request is approved. Examples of the kinds of information the Commission may request for further detail include:
 - a. The beneficial and adverse impacts on the environment of the proposed service extension, including any irreversible adverse impacts;

- b. The advantages and disadvantages of the proposed service extension to the service area's economy, including the impact on attracting new and retaining existing population and commercial and industrial activity in the service area; and the impact on inducing the migration of population and commercial and industrial activity from locations contained within the existing approved sewer service area;
 - c. The feasibility of alternatives that do not require the expansion of existing approved sewer service boundaries as a means to achieve economic advantages and that may avoid any adverse environmental impacts associated with the proposed service extension;
 - d. Whether the municipality would consider reviewing any job/housing imbalance identified by SEWRPC under the regional housing plan during the municipality's reevaluation of its comprehensive plan.
5. With regard to wet weather performance, governments requesting sewer extensions or additional conveyance capacity shall document system performance within acceptable peak flow performance standards as outlined in District Rules and commit to an attentive system maintenance program targeted at managing infiltration and inflow. Compliance, or approval of a compliance schedule, with District peak flow performance standards will be required within existing portions of the requesting government's sanitary sewer system before approval of extension of service beyond the requesting government's existing approved sewer service boundary or approval of requests for additional capacity. The following distinction is made relative to the District's planning boundary:
- a. The District will plan for the provision of additional conveyance capacity within the existing planning area boundary (ultimate sewer service area) to serve a municipality's estimated flow increases resulting from projected 2035 and build-out conditions (assumed to be 2050 projections) on the condition that the responsible local government is in compliance with or has committed to an approved plan to come into compliance with the District's infiltration and inflow and stormwater management rules. The responsible local government must also demonstrate the intent and ability to meet District standards regarding the control of infiltration and inflow;
 - b. If the Commission enlarges the 2050 planning area boundary beyond the 2020 planning area boundary, the District will plan for the provision of additional conveyance capacity to serve the enlarged service area on the condition that the responsible local government is in compliance with or has committed to an approved plan to come into compliance with the District's infiltration and inflow and stormwater management rules. The responsible local government must also demonstrate the intent and ability to meet District standards regarding the control of infiltration and inflow.

6. The District will not provide service for new development or for redevelopment in areas that are unsuitable because of physical or environmental constraints. These areas include, but are not necessarily limited to: floodplains, wetlands, shorelands, and primary environmental corridors consistent with the recommendations of the Southeastern Wisconsin Regional Planning Commission's Regional Water Quality Management Plan, as well as steep slopes, and highly erodible soils.
7. In recognition of the regional effort to attract water technology and other water-related industries (including so-called "wet industries") and in recognition of the overall community benefit of such employers, the District will work with service area municipalities to provide sewer service capacity for any new or expanded industries that may exceed the facilities plan approved sewer flow allocation limits.

II. INTEGRATED WATERSHED MANAGEMENT

The Commission finds that the 2050 Facilities Plan must include an integrated approach to watershed management that responds to inter-jurisdictional opportunities and limitations related to wastewater conveyance and treatment, stormwater management, flood risk reduction and regional water supply strategies. This will be accomplished by continuing the District's pursuit of excellent permit performance at its water reclamation facilities, preventing problems through its ongoing maintenance programs, and improving upon the already significant capital investments made within the District's service area. The Commission is committed to continuing to integrate its efforts, where appropriate, with those of external public, private, and nonprofit sector partners.

This integrated approach will focus on the infrastructure of the watersheds, seeking a healthy balance between two types of infrastructure: grey and green. Grey infrastructure is comprised of the roads, pipes, treatment plants, and other impervious surfaces that store, convey, or treat water. Green infrastructure uses management approaches and technologies to infiltrate, evapotranspire, capture, and reuse water to maintain or restore natural hydrology. The preservation and restoration of natural landscape features such as forests, floodplains and wetlands, are critical components of green infrastructure. On a smaller scale, green infrastructure practices include rain gardens, rain barrels, porous pavements, green roofs, bioswales, trees and tree boxes, and rainwater harvesting.

The Commission also acknowledges that the 2050 Facilities Plan must take into account the results of the recently completed total maximum daily loads (TMDL's) that were approved by the Wisconsin Department of Natural Resources in March 2018. Using this information in an approach integrated with the focus above will lead to greater watershed collaboration that has the potential to provide greater water quality improvements, both economically and socially.

The 2050 Facilities Plan will establish criteria for the District's role in the management of private property infrastructure assets to ensure that this sector of assets is managed in

a sustainable manner. Private property assets not owned by the District ~~affect~~ the District's system, so a region-wide, holistic approach is envisioned to manage private property assets rather than a strictly District-driven asset management strategy. An understanding of the District's role in this process will be defined under the 2050 Facilities Plan.

The 2050 Facilities Plan shall ~~address-support~~ the following specific Integrated Watershed Management Goals for 2035, and evaluate further improvement initiatives for 2050:

1. Support a watershed-based permitting program and water quality trading program that improves environmental performance in a cost effective manner.
2. Work with partners to achieve zero buildings in the 1% probability floodplain.
3. Use green infrastructure to capture the volume equivalent of first-0.5 inch of rainfall that falls on impervious cover within the planning area.
4. Harvest the first 0.25 gallons per square foot of area of rainfall for potential reuse, unless the plan recommends and the Commission agrees to remove this goal.
5. Greenseams®
 - a. Acquire an additional 10,000 acres of river buffers through Greenseams® and other regional programs;
 - b. Expand the boundaries of the Greenseams® program to match regional watershed boundaries;
 - c. Designate a percentage of annual Greenseams® funding toward improving the rainwater storage capacity of properties acquired under the Greenseams® program.
6. Maximize the District's ability to deliver public educational programming to increase the general public's support and understanding of its operations.
7. Integrate green infrastructure with the District's grey infrastructure through the following activities:
 - a. Provide leadership and advocate for clarification in Federal, State, and local definitions of infrastructure to include green infrastructure;
 - b. Develop a plan that integrates the use of green infrastructure within the regional flood management program and municipal stormwater systems to maximize their effectiveness (i.e. the investments made in water quantity reduction and water quality improvement);

- c. Establish performance measures for green infrastructure;
- d. Establish regional ordinances that foster green infrastructure;
- e. Prioritize by location the types and benefits of green infrastructure;
- f. Establish implementation target levels for green infrastructure on five-year intervals;
- g. Work with The Water Council and local universities to develop a Great Lakes Center of Excellence for Green Infrastructure in Milwaukee;
- h. Integrate green infrastructure implementation with private property infiltration and inflow reduction measures.

III. CLIMATE CHANGE MITIGATION/ADAPTATION WITH AN EMPHASIS ON ENERGY EFFICIENCY

The Commission recognizes that becoming more efficient and renewable with energy will help the District adapt to changing climate, but it must also consider that climate change may have significant impacts on the District in ways beyond energy usage. As the global climate changes, there are likely to be changes within the hydrosphere.

The 2050 Facilities Plan will address climate change mitigation and adaptation initiatives by incorporating the following specific Climate Change Mitigation/Adaptation Goals for 2035, and evaluate further improvement initiatives for 2050:

1. Reduce greenhouse gas emissions by 80% below 2005 levels by 2050.
- ~~1.2.~~ Meet a net 100% of the District's energy needs with renewable energy sources.
- ~~2.3.~~ Meet 80% of the District's energy needs with internal, renewable sources.
- ~~3.4.~~ Sequester 30% of the District's baseline carbon equivalent through the Greenseams® Program to reduce the District's carbon footprint.
- ~~4.5.~~ Reduce the District's carbon footprint by 90% from its 2005 baseline.
- ~~5.6.~~ The 2050 Facilities Plan will anticipate, to the greatest extent practicable, and plan responses to a range of climate change impacts when considering surface water, groundwater, and the management of stormwater and floodwater.
- ~~6.7.~~ Support a southeast Wisconsin regional climate change modeling program that will help forecast climate change impacts.

[7.8.](#) Create an internal risk analysis process that characterizes near-, mid- and long-term actions necessary to protect the District's existing investments in facilities and create new facilities, programs, and operational improvements that adapt to wet weather (and other) impacts of climate change.

[8.9.](#) Expand green infrastructure to help to mitigate climate change and make the region more resilient in the face of intense storms.

[10.](#) As indicated in Section II above, integrate green infrastructure implementation with private property infiltration and inflow reduction measures with an understanding of the interaction between these practices. The Commission recognizes that private property infiltration and inflow reduction is also a tool for climate change adaptation. Characteristics of the sewage collection system that have existed since original housing development, such as connected foundation drains, need to change to facilitate increased wet weather capacity. Rising ground-water levels resulting from more intense/sustained wet weather flows could increase the contribution of inflow to the sewer system from foundation drains and from aging, deteriorating components of the system such as laterals.

[9.11.](#) [Incorporate the recommendations of the Regional Resiliency Plan.](#)

IV. ENVIRONMENTAL PROTECTION AND PUBLIC HEALTH

The 2050 Facilities Plan should support the attainment of water quality standards and the prevention of waterborne disease. The Commission recognizes that point source pollution control must be accompanied by nonpoint source pollution control in order to meet Clean Water Act goals.

[The Commission is committed to act as an environmental steward for the Greater Milwaukee Watersheds through the pursuit and establishment of policies, programs, and practices that are focused on economic, social, and environmental sustainability. To carry out this role as an environmental steward, MMSD shall focus its services and processes toward the preservation of natural resources and the investment of resources to ensure capacity and infrastructure committed to pollution control. The 2050 Facilities Plan will be based on a Triple Bottom Line \(TBL\) methodology that considers environmental, social and economic benefits.](#)

The 2050 Facilities Plan shall address the following specific Environmental Protection and Public Health Goals for 2035, and evaluate further improvement initiatives for 2050:

1. Effluent discharged from the District's water reclamation facilities consistently meets or exceeds District performance standards that historically have been more protective of water quality than federal and state permit limits. The 2050 Facilities Plan will continue to plan, and recommend for design, construction, and operation District grey infrastructure system improvements to meet or exceed

regulatory requirements and District performance standards.

2. Work with MMSD's partners to achieve, to the extent feasible, zero sanitary sewer overflows and zero combined sewer overflows.
3. Work with MMSD's partners to strive toward zero basement backups.
4. The 2050 Facilities Plan will include a review of current and alternative methods for handling dry and wet weather flows in the separate and combined sewer systems, with the intent of developing system upgrades and/or replacements that protect public health and water quality in the most feasible, cost-effective way.
5. Green infrastructure will be used to reduce stormwater quantities in combined and separate sanitary sewers through proper green infrastructure selection and placement away from sources of infiltration and inflow. Green infrastructure will also be used to reduce nonpoint source pollution.

5-6. The 2050 Facilities Plan will strive to attain a goal of zero waste emanating from District facilities.

V. ASSET MANAGEMENT

The Commission recognizes the need for the 2050 Facilities Plan to closely align with the ongoing development of ~~incorporate~~ the principles of Asset Management (AM) ~~to facilitate attainment of legal and regulatory requirements, organizational goals and environmental, social and economic needs of stakeholders through a holistic process that optimizes system performance, risk reduction and lowest life cycle cost.~~

Incorporation of AM principles within the District's long-term planning process is essential in further developing AM-driven decisionmaking throughout the organization. This will be accomplished by incorporating the following components. The development of the AM Plans will be a separate, parallel effort managed by the District's AM Team. As the AM Plans are developed and refined, the AM principles will be incorporated into the 2050 Facilities Plan.

- ~~1. The 2050 Facilities Plan will develop Asset Management Plans (AMPs) for the following five service elements or systems: 1) Conveyance and Storage Systems, 2) Water Reclamation Facilities and Biosolids, 3) Watercourses, 4) Green Infrastructure, and 5) Administrative Facilities. The AMPs will provide the business case for long term expenditure forecasting by evaluating system performance against defined service levels, evaluating risk on an organization wide basis and identifying the lowest life cycle cost alternatives to meet levels of service and minimize risk. The AMPs will be developed as living documents that will be updated on a regular basis by District staff in the future.~~
- ~~2. The 2050 Facilities Plan will document overall services provided by the District based on a Triple Bottom Line (TBL) methodology to categorize services based on environmental, social and economic benefits. Services will be identified~~

through communication with District stakeholders. District goals and corresponding performance measures will be defined for each service and grouped within the appropriate TBL category of environmental, social or economic benefit. The framework will identify how actions to meet specific performance metrics are tied to achievement of larger organization wide goals and services.

3. The 2050 Facilities Plan will develop a risk evaluation scoring system that applies across all service elements to identify overall organization risk. Risk will be defined as a combination of the likelihood of failure and the consequence of failure, with failure defined as inability to achieve the desired goal. Risk will be evaluated within each of the five service element areas to identify specific service element risks that will then be ranked on an organization wide basis.
4. With the concurrence of the Commission, the 2050 Facilities Plan will develop a prioritization tool that evaluates expenditures (projects, programs, policy changes, operational changes) for performance against TBL levels of service, risk reduction and cost through a weighted scoring system. The tool will allow ranking of expenditures to identify the best alternatives to optimize performance against identified levels of service, risk reduction and lowest life cycle cost.
5. The Plan will evaluate the current Watercourse Commission Policy section on Project Prioritization to determine if revisions are required to the existing policy to fit within the new prioritization tool developed under the Plan.
6. The 2050 Facilities Plan will identify areas of District AM that can be improved moving forward. The proposed improvements will be incorporated into the District AM Strategy, which identifies specific tasks and schedules to promote continuous improvement.
7. The Plan will evaluate the District's current contract approach for operations and maintenance to identify improvements needed to align operations and maintenance management strategies with the overall asset management principles and goals of the organization.
- 8.1. The 2050 Facilities Plan will establish criteria for the District's role in the management of private property assets to ensure that this sector of assets is managed in a sustainable manner. Private property assets not owned by the District impact the District's system, so a regional holistic approach is envisioned to managing private property assets rather than a strictly District-driven asset management strategy. An understanding of the District's role in this process will be defined under the 2050 Facilities Plan.

COMMISSION FILE NO: 19-042-4 **DATE INTRODUCED:** April 8, 2019

INTRODUCED BY: Executive Director (Signature on file in the Office of the Commission)

REFERRED BY COMMISSION CHAIRPERSON TO: Policy, Finance, and Personnel Committee

RELATING TO: Approval of the 2019 Milwaukee Metropolitan Sewerage District Affirmative Action Plan

SUMMARY:

The Commission is requested to adopt the 2019 Milwaukee Metropolitan Sewerage District Affirmative Action Plan (the Plan). The Plan's purpose is to ensure that recruitment strategies are aimed at achieving equal employment opportunities at all occupational levels at the District. The District is committed to equal employment opportunities in recruitment strategies and with all personnel practices, policies, and procedures. The Plan is a reference tool used to support an environment that values diversity and inclusion and fosters participation and ownership at all levels to meet the District's mission and overall strategic objectives and goals.

To evaluate the District's success in achieving an appropriate level of diversity, the percentages of minorities and females in the District's workforce are compared with their availability in the Primary Metropolitan Statistical Area (PMSA). The 2019 Plan indicates that minority representation as a proportion of the District's workforce was 19 percent. The Plan also indicates that, during the same period, female representation at the District was 40 percent. When compared to the 2018 Affirmative Action Plan, the data and percentages for minorities in the District workforce increased by one percent and female representation remained the same.

Based on the Milwaukee-Waukesha PMSA, the District is underutilized in minorities in the Technicians job group. The District is also underutilized by females in three of the five job groups it employs: Professionals, Technicians, and Service Maintenance. When compared to market availability within Milwaukee County, underutilization increases for minorities. Underutilization for minorities now occurs in three categories: Professionals, Technicians, and Administrative Support. Underutilization for females increases in four categories: Officials and Managers, Professionals, Technicians, and Service Maintenance.

ATTACHMENTS: **BACKGROUND** ☐ **KEY ISSUES** ☒ **RESOLUTION** ☒
FISCAL NOTE ☐ **S/W/MBE** ☐ **OTHER** ☒ 2019 MMSD Affirmative Action Plan

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03-20-19

COMMITTEE ACTION: _____ **DATE:** _____

COMMISSION ACTION: _____ **DATE:** _____

SUMMARY (Cont'd)

Approval of the 2019 Milwaukee Metropolitan Sewerage District Affirmative Action Plan

The Plan's strategies to increase the utilization of minorities and females considers project hiring opportunities. The strategies focus on diversifying the applicant pool. The key strategy elements are:

- Continue to advertise with the Society of Women Engineers to recruit qualified female engineers. Advertise with Alverno College and technical colleges to recruit females from degree programs in chemistry, biology, environmental science, and computing and information technology.
- Continue to increase minority representation at the District by increasing the feeder groups, such as the District's internship and co-op programs; through continued relationship building with the Milwaukee Area Technical College (Environmental Health and Water Quality Technology program), Marquette University, University of Wisconsin-Milwaukee (UWM) School of Freshwater Sciences, National Society of Black Engineers, Milwaukee School of Engineering, African American Chamber of Commerce, American Indian Chamber of Commerce, and the National Black MBA Association.

Key Objectives for 2019 include:

- Continuing to foster diverse applicant pools for vacant positions by strengthening already established relationships and creating new relationships.
- Continuing to create entry-level and career ladder positions (where appropriate) within the District; this may assist with continued diversity efforts and provide a point of entry for interns and co-ops.
- Increasing utilization of minorities and females in all job groups, especially the Officials and Managers, Professionals, Technicians, and Service Maintenance job groups as vacancies occur.
- Utilizing relationships with local internship and training programs, colleges, and universities and promoting opportunities with the Water Council and UWM School of Freshwater Sciences.

KEY ISSUES

Approval of the 2019 Milwaukee Metropolitan Sewerage District Affirmative Action Plan

- 1) One of the purposes of the Plan is to increase the utilization of minorities and females in the District's workforce. The Plan does not mandate quotas nor specific levels of minority or female employment. Rather, the Plan advocates a progression based on the utilization of minorities and females in the District workforce, relative to availability throughout the Milwaukee-Waukesha metropolitan area.
- 2) The concept of utilization is central to equal opportunity in employment. The long-range and ongoing goal of the Plan is representation of each group identified as underutilized in reasonable relation to labor market availability in each major job classification.
- 3) Based on the Milwaukee-Waukesha PMSA workforce data:
 - Minorities are underutilized in one of the five District job groups.
 - Females are underutilized in three of the District job groups.
- 4) Based on the Milwaukee County workforce data:
 - Minorities are underutilized in three of the five District job groups.
 - Females are underutilized in four of the District job groups.

Due to the District's fairly stable workforce, hiring opportunities are typically limited. The District's future goals are to continue to grow its workforce in areas of minority and female representation. It is also a goal to ensure recruitment strategies are aimed at achieving equal opportunities at all occupational levels at the District. Staff will continue to support diverse applicant pools for open positions and continue strengthening existing relationships with educational institutions and through community outreach programs. In addition, managers and supervisor will be provided with ongoing assistance and coaching to continue to promote equal employment opportunities during the recruitment and selection process.

RESOLUTION

Approval of the 2019 Milwaukee Metropolitan Sewerage District Affirmative Action Plan

RESOLVED, by the Milwaukee Metropolitan Sewerage Commission, that the 2019 Affirmative Action Plan as attached is hereby approved.



Milwaukee Metropolitan Sewerage District's

2019 AFFIRMATIVE ACTION PLAN



Milwaukee Metropolitan Sewerage District's

2019 AFFIRMATIVE ACTION PLAN

TABLE OF CONTENTS

<u>SECTION</u>	<u>Page</u>
I. Executive Summary.....	3
II. Policy Statements	3
III. Analysis of Challenges and Action Plan	5
IV. Responsibility for Affirmative Action and Equal Employment Opportunity	13
V. Implementation of Affirmative Action Programs	16
VI. Policy Dissemination	18
VII. Internal Audit and Reporting System	20
APPENDICES	
Appendix A: Applicants, New Hires, Promotions/Transfers & Departures.....	21
Appendix B: Advertisement Mediums	23
Appendix C: Filled Positions by Group (Table 3) and Internal Availability Sources (Table 4)	24
FIGURES & TABLES	
Figure 1: Composition of District Workforce - Race	6
Figure 2: Composition of Milwaukee-Waukesha Workforce – Race.....	6
Figure 3: Composition of District Workforce – Gender	7
Figure 4: Composition of Milwaukee-Waukesha Workforce – Gender.....	7
Figure 5: Composition of District Workforce	8
Table 1: Minority Utilization Analysis	10
Table 2: Female Utilization Analysis	11
Table 3: Filled Positions by Group.....	22
Table 4: Internal Availability Sources.....	28
GLOSSARY	28

I. EXECUTIVE SUMMARY

The District has developed an Affirmative Action Plan and through adoption of this Plan, the District commits itself to proactive recruitment strategies aimed at achieving equal employment opportunity in all occupational levels of District service.

The Plan includes those Commission Policies that articulate the District's commitment to the principles of affirmative action, equal employment opportunity, nondiscrimination, and the prohibition of discriminatory harassment.

Section III provides an analysis of minority and female representation in the District, historical trends, and a comparison with the greater Milwaukee-Waukesha Metropolitan workforce. This section includes results of the Utilization Analysis, which helps to identify whether problems exist with underutilization of minorities and females in particular Job Groups.

Human Resources reviews the information provided by the utilization analysis and prior workforce analysis to identify specific challenges, and to develop a comprehensive action plan. Human Resources implements recruitment practices to fulfill immediate vacancies, while considering common barriers when recruiting minority and female candidates into non-traditional roles.

Section V of the 2019 Affirmative Action Plan highlights the responsibility for implementation of the Plan for the District. This section discloses that it is imperative for all members of the District to support and participate with ensuring equal employment opportunities. This would include support and participation from the Commission, as well as all District employees.

Section VI outlines various methods in which affirmative action objectives and regulations will be disseminated, as well as describes how the District will disseminate its nondiscrimination policies to internal and external sources. Section VII outlines the District's internal audit and reporting system.

II. POLICY STATEMENTS

A. Commission Policy on Affirmative Action

Commission Policy on Affirmative Action (1-77.52) states: The Milwaukee Metropolitan Sewerage District is committed to the principle of equal employment opportunity and deems the promotion of equal employment opportunity not only to be good public policy, but necessary for maximizing productivity and efficiency in District operations. If progress toward achieving equal employment opportunity is to be made, policies to remove any inequalities cannot be merely passive. Positive steps must be taken to remove conditions that could constitute barriers to the employment and retention of persons in protected groups. Positive steps also must be taken to ensure that the commitment to equal employment opportunity is part of all personnel practices, policies, and procedures.

To this end, the District's Human Resources Department is charged with the responsibility for developing an Affirmative Action Plan for the Commission's approval. In fulfilling affirmative action responsibilities, the Human Resources Department shall: (1) ensure that employment practices, policies, and procedures are analyzed to determine whether any of these create impermissible barriers to the achievement of equal employment opportunity; (2) develop and implement programs to enhance the achievement of and redress identified barriers to equal employment opportunity within the employment system; and (3) conduct an annual utilization analysis of the workforce to compare the District's utilization of minorities and women with the availability of minorities and women in the appropriate labor market.

Through adoption of this policy, the Commission commits the District and each of its operating divisions to a results-oriented personnel program aimed at achieving equal employment opportunity at all occupational levels of District service.

B. Commission Policy on Nondiscrimination and Equal Employment Opportunity

The Milwaukee Metropolitan Sewerage District is firmly committed to principles of equal employment opportunity. The District prohibits discrimination on the basis of age, race, color, creed, religion, disability, marital status, sex, sexual orientation, national origin, ancestry, citizenship status, arrest or conviction record, membership in the National Guard, Reserves, or Regular Armed Forces, use of lawful products off District premises outside of working hours, or any other protected characteristic, as required by law. This policy applies to all practices relating to recruitment, selection, placement, testing, training, evaluation, transfer, promotion, layoff and recall, compensation, employee benefits, recreational programs, and all other terms and conditions of employment.

All District employees must act to maintain a working environment which promotes equal employment opportunity and which is free from prohibited discrimination. Any employee who engages in discriminatory conduct is subject to discipline, up to and including discharge.

Any employee who believes he or she has been the subject of prohibited discrimination should report the matter immediately to a supervisor, manager or to the person designated to receive such complaints by the Human Resources Manager. Any such reports will be investigated promptly, and will be kept confidential by District investigatory personnel as required by law.

C. Commission Policy Prohibiting Discriminatory Harassment

The Milwaukee Metropolitan Sewerage District has a long-standing policy of offering fair and equal employment opportunity to every person without regard to age, race, color, creed, religion, disability, marital status, sex, sexual orientation, national origin, ancestry, citizenship status, arrest or conviction record, membership in the National Guard, Reserves or Regular Armed Forces, use of lawful products off District premises outside of working hours, or any other protected characteristic, as required by law. The District also seeks to provide a work environment that is

free from harassment and intimidation based upon any protected characteristic, and specifically prohibits such harassment and intimidation.

Harassment and intimidation can arise from a broad range of physical or verbal behavior (by employees or by non-employees such as contractors or vendors). Such behavior can include, but is not limited to, the following types of conduct: physical or mental abuse; racial, ethnic or religious insults or slurs; unwelcome sexual advances or touching; sexual comments, jokes, stories or innuendoes; requests for sexual favors used as a condition of employment or affecting any personnel decision such as hiring, compensation, promotion, or termination; display of sexually explicit or otherwise suggestive materials; referring to another employee inappropriately, such as "doll" or "babe" or the like; making sexual gestures with hand or body movements; intentionally standing close to or brushing up against another employee; inappropriately staring at another employee or touching his or her clothing, hair or body; whistling at another employee; asking personal questions about another employee's sexual life; repeatedly asking out an employee who has stated that he or she is not interested.

Any such conduct that adversely affects working conditions or creates a hostile, intimidating or offensive working environment is totally inappropriate in the workplace and cannot be tolerated. Ensuring that such conduct does not occur is a serious concern for the District. It also should be a serious concern for each employee. The occurrence of prohibited harassment impairs the quality of the work environment and undermines efficiency to the detriment of all. Employees who engage in prohibited harassment or intimidation, moreover, also potentially may be held individually liable and subject to significant personal liability. All employees and management, therefore, should make every effort to ensure that such conduct does not occur.

The occurrence of prohibited harassment or intimidation against another employee will be treated as a serious offense. Any employee who engages in such harassment or intimidation is subject to discipline, up to and including discharge.

Any employee who believes he or she has been the subject of prohibited harassment or intimidation should report the matter immediately to a supervisor, manager, or the person designated to receive such complaints by the Human Resources Manager. All complaints will be investigated promptly and will be kept confidential by District investigatory personnel as required by law.

This policy reinforces the District's tradition of developing and maintaining a professional, efficient, and progressive organization comprised of people who respect and work effectively with one another. It is the responsibility of every employee to assist in upholding this tradition.

III. ANALYSIS OF CHALLENGES AND ACTION PLAN

To evaluate the District's success in achieving an appropriate level of diversity, the percentages of minorities and females in the District's workforce are compared with their availability in the metropolitan area. Based on this analysis, the District can identify Job Groups within its

workforce currently experiencing underutilization of minorities and/or females and take the necessary action to ensure that no impermissible barriers to equal employment opportunity exist. The analysis and job groups are compared to the EEO Tabulation 2006-2010 (American Community Survey data) for the Milwaukee-Waukesha Primary Metropolitan Statistical Area (PMSA).

The EEO Tabulation 2006-2010 (5-year American Community Survey data) is sponsored by four Federal agencies including the EEOC, DOJ, OFCCP and the Office of Personnel Management, and is the number one Affirmative Action Data Source.

The component parts of the workforce and availability analysis, and the methodologies employed in these analyses, conform with detailed regulations published by the Office For Federal Contract Compliance Procedures.

A. Composition of District Workforce

The total number of District FTEs as of December 31, 2018 was 225, with 43 minorities (19%) and 91 females (40%). Representation in ethnic minority categories parallels the Milwaukee-Waukesha Primary Metropolitan Statistical Area¹ while female representation at the District was lower as compared to the Milwaukee-Waukesha Primary Metropolitan Statistical Area.

Figure 1

Employee Demographics by Race

■ White ■ Black ■ Hispanic ■ Asian

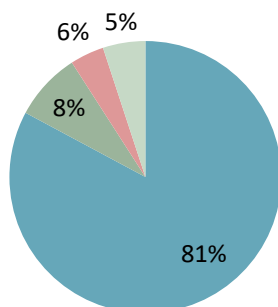
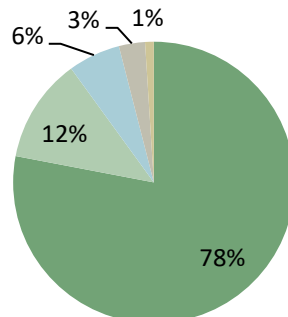


Figure 2

Available Labor Force by Race

■ White ■ Black ■ Hispanic ■ Asian ■ Other



¹ The Milwaukee-Waukesha Primary Metropolitan Statistical Area (PMSA) includes the following counties: Milwaukee, Ozaukee, Washington, and Waukesha.

**Figures rounded as appropriate*

Figure 3

Employee Demographic by Gender

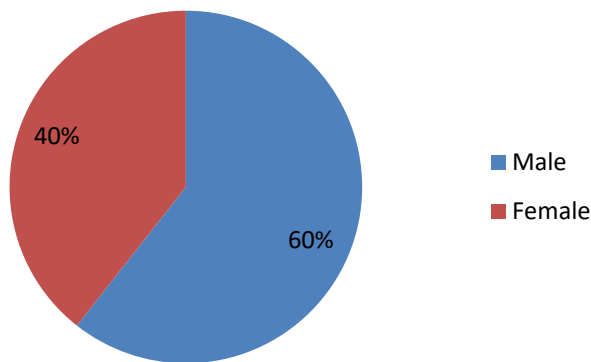
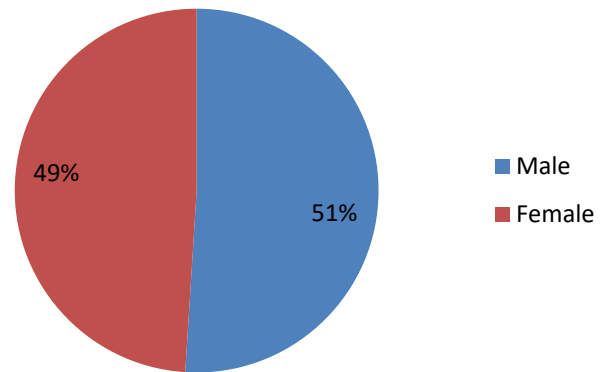


Figure 4

Available Labor Force by Gender

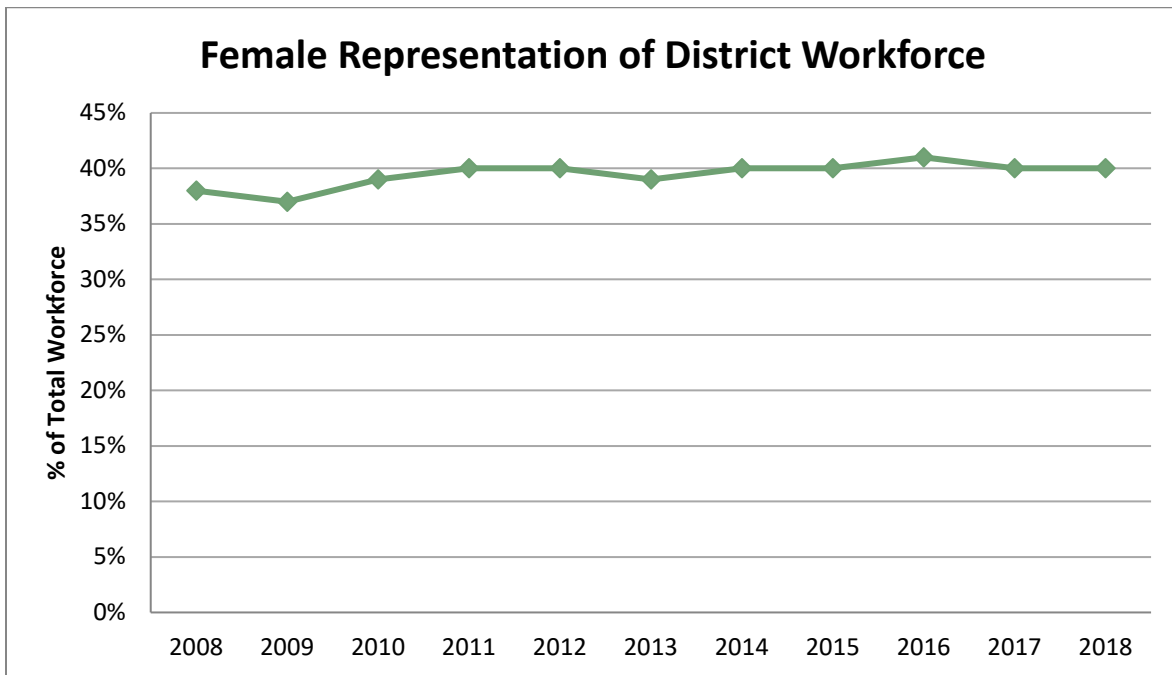
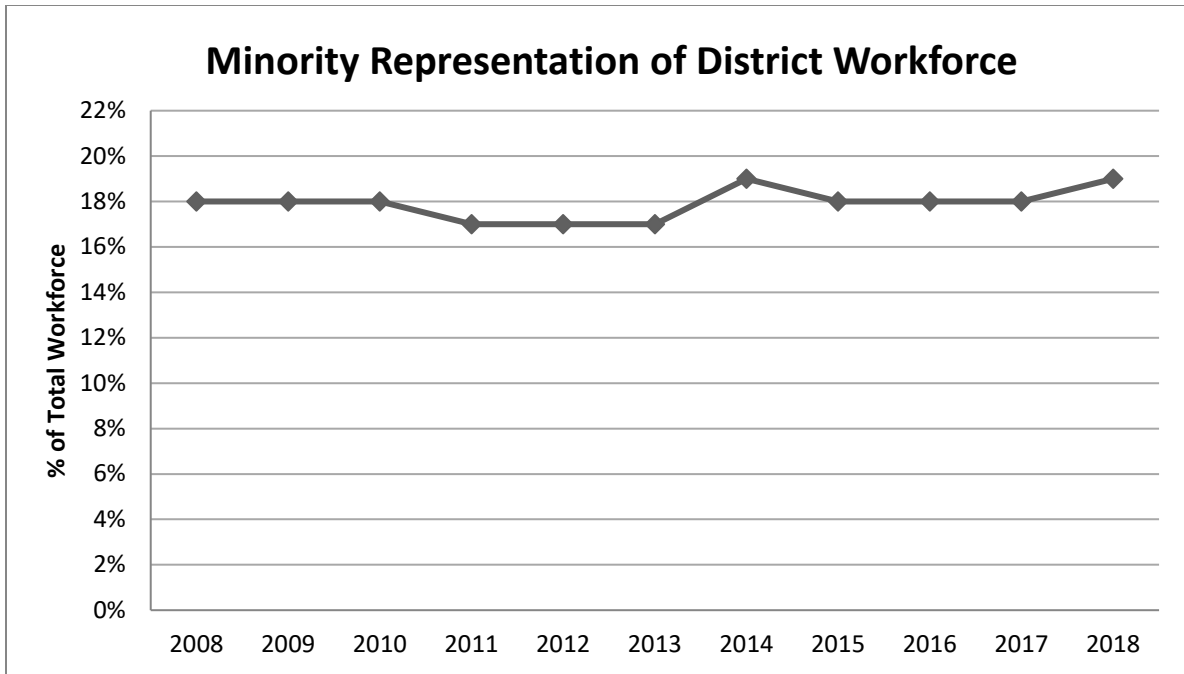


**Figures rounded as appropriate*

With 225 employees in 2018, minority representation increased by 1%, to 19% when compared with 2017 data and female representation remained level at 40% when compared to 2017 data.

The graphs on the following page show the trends of data over time and highlights the District's accomplishments and continued commitment to bringing protected classes to prominence and equal representation for employment purposes. In recent years, the District has remained steady in minority representation, and saw a slight decrease with female representation.

Figure 5



1. Utilization Analysis

The District's Utilization Analysis indicates for each of the five Job Groups the total number of incumbents, the number and percentages of minority and female incumbents, as well as the availability percentages and whether underutilization exists. The ongoing objective of the Affirmative Action Plan is to achieve and maintain representation of minorities and females in reasonable relation to the group's labor market availability.

2. Underutilization Analysis

Underutilization is defined as having fewer minorities or females in an EEO Job Group than would be expected by their availability in the labor force at large. Utilization Gap represents the difference between the number of minorities or females employed by the District in a Job Group, and the number that would be employed if District employment were exactly proportionate to minority and female representation in the Job Group throughout the metropolitan area. Underutilization is declared if there is a difference of 0.5 or more between actual minority and female representation within a Job Group as compared to the figure for full representation. Statistics must show underutilization by a whole person for a recruiting strategy to exist. The following tables summarize Job Groups currently experiencing underutilization.

3. Job Group Analysis

To allow a realistic assessment of the relative representation of members of minority groups and females, the District aggregates positions into discreet groups that share basic similarities in wages, job content, and advancement opportunities. Pursuant to §60-2.17(b)(1), the District has reviewed the workforce by Job Group and determined that one of five job groups, (Technicians) indicate underutilization for ethnic minorities as well as underutilization in female representation in three out of five Job Groups, (Professionals, Technicians, and Service Maintenance). The District has recruitment strategies for the Job Groups where ethnic minority and female representation is lower as compared to the Metropolitan Milwaukee-Waukesha Primary Metropolitan Statistical Area.

4. Minority Utilization

The following table shows the percentage of minorities available in the five EEO Job Groups the District employs.

Table 1
2018 Utilization Analysis of Minorities

Job Group Title	Total Count	Minorities	Present Representation	Market Availability	Standard for Full Utilization	# of Under-Utilized	Under-Utilized?
Officials and Managers	20	4	20%	13%	3	N/A	No
Professionals	110	18	16%	16%	18	N/A	No
Technicians	67	12	18%	21%	14	2	Yes
Administrative Support	24	7	29%	23%	6	N/A	No
Service Maintenance	4	2	50%	38%	2	N/A	No
Totals:	225	43				<i>*Figures rounded as appropriate</i>	

Job Group Title	Total Count	Minorities	Present Representation	Market Availability Milw Co	Standard for Full Utilization	# of Under-Utilized	Under-Utilized?
Officials and Managers	20	4	20%	21%	4	N/A	No
Professionals	110	18	16%	23%	25	7	Yes
Technicians	67	12	18%	31%	21	9	Yes
Administrative Support	24	7	29%	36%	9	2	Yes
Service Maintenance	4	2	50%	49%	2	N/A	No
Totals:	225	43				<i>*Figures rounded as appropriate</i>	

In 2018, the representation of minorities in the District's workforce was 19%, which increased when reviewing 2017 data. Minority representation in the Milwaukee-Waukesha PMSA workforce was 22% and MMSD was underutilized in the minority population in one of the five Job Groups; Technicians.

The key strategy to maintaining minority representation is diversification of the applicant pool. Tactics to diversify the applicant pool include representation at Diversity job fairs; partnerships with educational institutions and training agencies (cooperative education); advertisements on the Internet, and with minority associations; as well as the development of co-op/internship opportunities and expanding the District's Outreach Program to emphasize the District as a viable employer for women and minorities. Outreach will also include an increase on social media platforms.

The 2018 Action Plan involved strategies to fill vacant positions with qualified ethnic minorities and these plans included the active involvement of the hiring department. The District hired a total of 12 fulltime employees in 2018. Four of the hires were minorities, or 33% of new hire activity. Three of the District's 10 departures were minority, or 30%. Appendix A details the applicant, new hire, promotion, and departure activity.

5. Female Utilization

The following table shows the percentage of females available in the five EEO Job Groups the District employs.

Table 2

2018 Utilization Analysis of Females

Job Group Title	Total Count	Females	Present Representation	Market Availability	Standard for Full Utilization	# of Under-Utilized	Under-Utilized?
Officials and Managers	20	9	45%	43%	9	N/A	No
Professionals	110	40	36%	57%	63	23	Yes
Technicians	67	19	28%	58%	39	20	Yes
Administrative Support	24	22	92%	65%	16	N/A	No
Service Maintenance	4	1	25%	43%	2	1	Yes
Totals:	225	91				<i>*Figures rounded as appropriate</i>	

Job Group Title	Total Count	Females	Present Representation	Market Availability (Milw Co)	Standard for Full Utilization	# of Under-Utilized	Under-Utilized?
Officials and Managers	20	9	45%	48%	10	1	Yes
Professionals	110	40	36%	58%	64	24	Yes
Technicians	67	19	28%	60%	40	21	Yes
Administrative Support	24	22	92%	73%	18	N/A	No
Service Maintenance	4	1	25%	60%	2	1	Yes
Totals:	225	91				<i>*Figures rounded as appropriate</i>	

B. 2019 Objectives

1. Increase utilization of minorities and females in all job groups; especially the Professionals and Technicians Job Groups as vacancies occur.
2. Maintain or increase the total minority and female representation in MMSD's workforce.
3. Communicate core competencies for positions, provide training opportunities, and increase awareness so employees may prepare themselves to compete for future opportunities through succession planning and talent development opportunities.
4. The District will establish proactive activities in its recruitment, selection, and promotion processes to ensure our Equal Employment Opportunity Policies are in compliance. The Human Resources Department will continue to increase education of District hiring managers to enhance awareness of the benefits of having a diverse workforce, and maintaining the objectives of affirmative action.
5. Human Resources staff has successfully established a joint recruitment plan with the hiring managers within MMSD divisions for positions in all Job Groups. The Human Resources Department will continue to ensure

that the recruitment plans include efforts aimed at meeting District objectives. In working cooperatively on these plans, Human Resources will continue to develop aggressive recruitment strategies to fulfill immediate vacancies, while considering common barriers to recruit minority and female candidates to non-traditional fields. In addition, Human Resources will attend job fairs that specifically target minority populations.

The District continuously works to cultivate diverse applicant pools for open positions. Human Resources will increase its feeder groups by continuing current relationships and building new affiliations with the following:

Alverno College	Employ Milwaukee/Earn & Learn
Carroll University	MMSD WDTP
Department of Workforce Development	MSOE
Marquette University	UW-Milwaukee
MATC (Envi. Health & Water Quality Program)	UWM School of Freshwater Sciences
WI Youth Apprenticeship Program	UW-Platteville

IV. RESPONSIBILITY FOR AFFIRMATIVE ACTION AND EQUAL EMPLOYMENT OPPORTUNITY

A. Commission

The Milwaukee Metropolitan Sewerage Commission supports the District's affirmative action efforts through policies that ensure equal opportunity in employment for applicants and current employees as well as prohibit discriminatory harassment. The Commission will continue to support the District's commitment to workforce diversity through the adoption and continuation of appropriate policies.

B. Executive Director

The Executive Director is responsible for ensuring that a District-wide Affirmative Action Plan is developed, implemented, and monitored. The Executive Director's responsibilities include periodic reports to the Commission on the District's efforts and results in attaining equal employment opportunity in hiring, and in terms and conditions of employment, and communicating the District's commitment to workforce diversity principles to all employees.

C. Human Resources Department

The Human Resources Department is responsible for establishing and implementing policies and procedures that assist the District in fulfilling its commitment to provide equal employment opportunity for all applicants and employees. These include policies and procedures

addressing: recruitment and selection criteria (including job descriptions, advertising and recruiting methods, application forms, testing and evaluation techniques, interview processes, and orientation); promotion and transfer procedures; implementation of career development strategies and professional skill development for all employees; wage and salary structures; benefits administration; and other terms and conditions of employment.

The Human Resources Department has responsibility for the development, execution and administration of the District's Plan. Some specific responsibilities include:

1. Support an environment that values individual and cultural diversity and fosters employee participation and ownership as a means of attaining the District's mission and overall strategic objectives.
2. Annually update the District's Affirmative Action Plan. The Plan will be updated and presented for approval on an annual basis and used as an administrative tool for assessing the District's success in fulfilling its workforce diversity commitments, removing barriers to equal employment opportunity, and allowing for increased representation by protected class individuals in Job Groups in which there is underrepresentation.
3. Provide ongoing guidance and assistance to managers and supervisors to promote equal employment opportunities in the process of recruitment and selection of new employees and training and promotion of existing employees as those processes occur.
4. Maintain record reporting to comply with state and federal record keeping requirements.
5. Evaluate the effectiveness of all activities and programs related to the Plan, and develop plans for corrections and improvements as necessary.
6. Assist managers and supervisors in resolving problems relating to equal employment opportunity, affirmative action and discriminatory harassment.
7. Regularly review policies and procedures to ensure they do not impermissibly impact protected classes.
8. Ensure the District complies with laws prohibiting discrimination and discriminatory harassment.
9. Serve as the District's Intake Advisor in equal employment opportunity and affirmative action complaints.

10. Continue training for employees on topics such as diversity and anti-discrimination laws (including discriminatory harassment).
11. Regularly audit employee training programs and hiring, promotion, supervisory, and termination patterns to ascertain potential adverse impact and to remove any impediments to equal employment opportunity.
12. Periodically audit District locations to ensure relevant postings and notices are properly displayed and that all facilities are maintained in a nondiscriminatory and fully accessible manner.
13. Serve as a liaison between the District and minority-oriented and female-oriented organizations, community groups, and other recruitment sources that may refer females, minorities, and disabled persons.
14. Gather and analyze exit interview data to identify existing barriers to attracting and retaining minority and female employees and develop action plans for improvement.

D. Management

Managers and Division Directors shall have the following responsibilities:

1. Encourage workforce diversity in all departmental activities.
2. Ensure all employees are provided training, coaching, and educational assistance for transfer and promotional opportunities.
3. Identify and take appropriate action to address discriminatory harassment of employees immediately when such harassment is suspected or perceived.

Division Directors are responsible for meeting objectives as established by the Executive Director to respond to the need for a diverse workforce.

Supervisors are responsible for conducting their responsibilities in a nondiscriminatory manner, ensuring that all employees are treated equally as required by law, and working with the Human Resources Department to formulate strategies for resolving any equal employment opportunity issues that come to their attention.

E. All District Employees

All District employees are responsible for supporting a work climate that is conducive to furthering the Commission's Policy on Affirmative Action, its Policy on Nondiscrimination and its Policy Prohibiting Discriminatory Harassment.

V. IMPLEMENTATION OF AFFIRMATIVE ACTION PROGRAMS

The District has trained all personnel involved in recruitment, selection, promotion, discipline, and related processes regarding its Equal Employment Opportunity Policy. Training will continue to be conducted to all employees regarding diversity and harassment.

The District has developed programs to facilitate the attainment of equal opportunity in hiring and in all other terms and conditions of employment. The following programs or policies are among those implemented to facilitate this objective and to ensure all District employment policies and procedures are strictly job related.

A. Job Descriptions, Qualifications, and Requirements

Human Resources staff takes the following actions to ensure recruitment practices are nondiscriminatory and consistent with the objectives of this Affirmative Action Plan:

1. Analyze descriptions of open positions to ensure they accurately reflect position functions.
2. Evaluate job requirements for different job classifications to ensure requirements are consistent for the same job classification in all locations and free from discriminatory bias. To the extent any requirements appear to screen out a disproportionate number of persons in protected classes, such requirements will be carefully evaluated.
3. Make approved descriptions and qualifications available to all staff involved in the recruiting, screening, selection and promotion process.

B. Recruitment Practices

Human Resources staff takes the following actions to ensure recruitment practices are nondiscriminatory and consistent with the objectives of this Plan:

1. Advise applicants of the District's policy of Equal Employment Opportunity in all printed and on-line employment advertisements.

2. Post promotional opportunities as appropriate.
3. Place advertisements in minority-oriented news media and female interest media.
4. Disseminate information regarding job opportunities and the District's affirmative action objectives to minority and female employment development agencies, professional associations and educational institutions having the potential to act as referral sources for minority and female candidates.
5. Expand recruitment efforts for underrepresented job classifications in order to increase the number of minority and female applicants for such jobs. These activities may include increasing District involvement with community-based organizations, participation in job and career fairs, and expanded public information programs.
6. Continuously monitor the recruitment process and results, and act to refocus efforts that are not resulting in a diverse applicant pool.
7. Collaborate with department staff to identify additional recruitment referral sources and strategies that will contribute to a diverse applicant pool. Encourage managers to develop relationships with potential referral sources as a means of enhancing the District's recruitment efforts.

C. Selection Practices

Human Resources staff takes the following actions to ensure the selection process is job-related and eliminates any inappropriate barriers to the employment and promotion of females, minorities, and other protected groups:

1. Evaluate the selection process to ensure it is free from bias and does not hinder the District's ability to attain its equal employment opportunity objectives.
2. Orient all individuals involved in the interviewing process on proper techniques, inquiries, and documentation, and on the District's equal employment opportunity commitment.
3. Analyze selection procedures such as application forms, background checks, interviews, and physical examinations for possible discrimination against or exclusion of persons in protected groups, and eliminate any procedure that may not be job related.

D. Promotion and Training Practices

Management staff will take the following types of actions to ensure minorities and females are considered for promotion and to assist employees in advancing to jobs that offer more responsibility, challenge and further opportunity for advancement on an equal basis:

1. Through the District's Talent Development initiative, offer mentoring opportunities for female and minority employees to provide employees with access to a wider skillset and knowledge across the District, build relationships and preserve the intellectual capital of the organization.
2. Offer skills training and tuition reimbursement programs to assist employees in meeting performance standards and preparing for employment advancement.

E. Supervisory and Disciplinary Practices

The Human Resources staff takes the following actions to assist supervisors in meeting their Affirmative Action Plan responsibilities:

1. Develop and periodically review forms and instructions on supervisory practices such as interviews, employee evaluations, counseling, training, and discipline to ensure these are consistent with principles of equal employment opportunity.
2. Offer periodic training to supervisors on issues relating to equal employment opportunity including the requirements of laws prohibiting employment discrimination, discriminatory harassment, labor relations, etc.

F. Benefits

The Human Resources staff will review the District's employee benefits plans, coverage and administrative procedures to ensure that they do not inadvertently discriminate illegally because of race, color, religion, sex, national origin, age, disability, and any other protected characteristic.

VI. POLICY DISSEMINATION

A. Internal Dissemination

In order to ensure complete employee cooperation and participation in the District's efforts to provide equal employment opportunity to applicants and employees, the District will communicate its nondiscrimination policies as follows:

1. The Commission's Policy on Nondiscrimination and Equal Employment Opportunity and its Policy Prohibiting Discriminatory Harassment will be posted on bulletin boards at each site, and communicated to each new employee. The Executive Director will reinforce the District's commitment to these policies.
2. The District will continue to display government equal employment opportunity posters and bulletin boards at conspicuous places in each of its facilities so that applicants, employees and visitors will know about state and federal anti-discrimination laws.
3. Periodic training sessions will continue to be held for all staff as a part of our ongoing effort to increase awareness on matters relating to cultural diversity, discrimination, and harassment in the workplace.
4. The District will continue to include nondiscrimination language in all employment-related policies and review them to ensure they are nondiscriminatory.

B. External Dissemination

In order to ensure proper external dissemination of the Commission's Policy on Nondiscrimination and Equal Employment Opportunity, the following outreach activities will be undertaken:

1. The Commission's Policy on Nondiscrimination and Equal Employment Opportunity will be communicated to companies and personnel who provide goods or perform services for the District through contracts, subcontracts, bid awards, service, maintenance, or employee agreements, permits, or performance clauses as required. An Equal Opportunity clause will be included in covered purchase orders, contracts, etc.
2. The Commission's Policy on Nondiscrimination and Equal Employment Opportunity will continue to be transmitted verbally and in writing to all recruitment sources and to female, ethnic, and other organizations representing persons in protected classes.
3. Classified advertising for vacant positions in the District will inform the reader of the Commission's Policy on Nondiscrimination and Equal

Employment Opportunity through use of the phrase, "MMSD is committed to equal employment opportunity and to nondiscrimination in all aspects of the employment relationship."

4. A statement of the District's commitment to equal employment opportunity and compliance with applicable nondiscrimination laws will continue to be included on the District's Application for Employment.

VII. INTERNAL AUDIT AND REPORTING SYSTEM

The District's Reporting System has been designed to:

1. Enable measurement of program effectiveness
2. Indicate areas where remedial action may be needed

The reporting system maintains the following records to enable efficient and accurate analyses:

1. An applicant log that shows the date, name of applicant, ethnicity, sex, veteran status, referral source, position applied for, and application date.
2. Summary data of hires, promotions, reclassifications, demotions, training, disciplines, resignations, discharges, retirements, and layoffs by race and sex for the 12-month period immediately proceeding the new plan year.
3. Summary data of the current MMSD workforce that shows ethnicity and sex. Job Group titles, rather than individuals' names, are utilized to assure privacy. Data is current at the time of the annual report or for the 12-month period immediately proceeding the new plan year.

APPENDIX A:
APPLICANTS, NEW HIRES, PROMOTIONS/TRANSFERS & DEPARTURES

Applicant Information

2018

Job Code Number	Job Code Title	# of Applicants	Minorities	Females
01	Officials and Managers	6	0%	66%
02	Professionals	227	19%	41%
03	Technicians	34	29%	21%
06	Administrative Support	n/a	%	%
08	Service Maintenance	n/a	%	%

2017

Job Code Number	Job Code Title	# of Applicants	Minorities	Females
01	Officials and Managers	68	13%	22%
02	Professionals	277	25%	39%
03	Technicians	215	13%	29%
06	Administrative Support	82	48%	77%
08	Service Maintenance	13	85%	15%

New Hire Opportunities				
	2017		2018	
	Number	% of Total Opportunities	Number	% of Total Opportunities
Total Opportunities	23	N/A	12	N/A
Minority	3	13%	4	33%
Female	10	43%	7	58%

Internal Promotional/Transfer Opportunities				
	2017		2018	
	Number	% of Total Opportunities	Number	% of Total Opportunities
Total Opportunities	18	N/A	6	N/A
Minority	4	22%	0	0%
Female	5	28%	2	33%

District Departures				
	2017		2018	
	Number	% of Total Departures	Number	% of Total Departures
Total Departures	18	N/A	10	N/A
Minority	1	6%	3	30%
Female	11	61%	4	40%

APPENDIX B:
ADVERTISEMENT MEDIUMS

Organizations	Targets
American Society of Civil Engineers	Diverse groups
Central States Water Environment Association	Professionals
Department of Workforce Development Vocational Rehabilitation	Diverse groups
DICE.com	Diverse groups
Federation of Environmental Technicians	Diverse groups
Global Water Institute	Diverse groups/Professionals
Governmentjobs.com	Diverse groups
Great Lakes Institute	Diverse groups/Professionals
League of Wisconsin Municipalities	Diverse groups
Milwaukee Community Journal	African Americans
MilwaukeeJobs.com	Diverse groups
Milwaukee Journal/Sentinel	Diverse groups
Monster.com	Diverse groups
National Association of Women Lawyers	Women
National Bar Association	African Americans
National Forum for Black Public Administrators (NFBPA)	Professionals/African Americans
National Society of Black Engineers	African Americans
School of Freshwater Sciences	Diverse Groups/Professionals
Society of Hispanic Professional Engineers	Hispanics
Society of Women Engineers	Women
Spanish Journal	Hispanics
State Bar of Wisconsin	Diverse groups
Water Environment Federation	Diverse groups
WaterandWastewaterJobs.com	Diverse groups
Wisconsin Association of African-American Lawyers	African Americans
WisconsinDiversity.com	Diverse groups
Wisconsin Job Center	Diverse Groups/Veterans
Wisconsin Law Journal	Diverse groups
Wisconsin City/County Management Association	Diverse groups

APPENDIX C:
TABLE 3 – FILLED POSITIONS BY GROUP

The following listing shows the classifications of 2018 positions.

Job Group Code	Job Group Title	MMSD Job Titles
01	Officials & Managers	
		Capital Program Support Manager
		Controller
		Deputy Director of Finance
		Director of Community Outreach & Bus Engagement
		Director of Legal Services
		Director of Finance/Treasurer
		Director of Information Systems
		Director of Planning, Research & Sustainability
		Director of Technical Services
		Director of Water Quality Protection
		Engineering Design Manager
		Executive Administrator/Commission Secretary
		Executive Director
		Human Resources Manager
		Information Governance Manager
		Laboratory Manager
		Manager of Contract Compliance
		Manager of Engineering Planning
		Manager of Sustainability
		Procurement & Business Development Manager
		Sales & Marketing Manager
02	Professionals	
		Agronomist
		Application Development Supervisor
		ArcSDE Specialist
		Asset Management Analyst
		Asset Management and Database Coordinator
		Asset Management Data Coordinator
		Asset Management Program Director
		Auditing and Loan Administrator
		Construction Support Manager
		Contract Compliance Administrator
		Contract Compliance Assistant Manager

Job Group Code	Job Group Title	MMSD Job Titles
		Conveyance Systems Data Coordinator
		Conveyance Systems Data Supervisor
		Data Center Supervisor
		Environmental Research Manager
		Facilities Supervisor
		Fresh Water Resources Monitoring Supervisor
		General Supervisor – Field Monitoring
		GIS Supervisor
		GIS Analyst
		Human Resources Generalist
		Hydraulic Modeler & Analyst II
		Infrastructure Analyst
		Intergovernmental Coordinator
		IT Infrastructure Supervisor
		IT Operations Supervisor
		IT Security Engineer
		IT Senior Infrastructure Analyst
		IT Senior Operations Analyst
		Laboratory Chemist
		Laboratory Project Manager
		Laboratory Team Supervisor
		Management & Budget Analyst III
		Marketing Specialist
		MCRR Project Engineer
		Microbiologist
		Neighborhood Outreach Coordinator
		Outreach Program Coordinator
		Plants Program Manager
		Procurement Specialist
		Procurement Supervisor
		Program Manager - Greenseams®
		Project Controls Supervisor
		Project Engineer
		Project Manager
		Project Manager – Land Architect
		Project Manager PPI/I
		Public Information Manager
		Quality Assurance Specialist
		Real Estate Generalist

Job Group Code	Job Group Title	MMSD Job Titles
		Real Estate Specialist
		Risk Manager
		Safety Advisor
		Section Manager
		Security Administrator
		Senior Data Warehouse Analyst
		Senior Human Resources Generalist
		Senior Industrial Waste Engineer
		Senior Project Manager
		Senior Project Manager – non PE
		Senior Project Manager II
		Senior Project Manager – Electrical
		Senior Staff Attorney
		Senior Systems Analyst
		Strategic Accounts Specialist
		Supervisor of Payroll and Accounts Payable
		Supervisor Revenue and Fixed Assets
		Surveying Services Supervisor/SPM
		Systems Analyst
		Systems & Data Warehouse Supervisor
		SWMBE Coordinator
		Water Resources Program Manager
		Web Application & Site Developer
03	Technicians	
		CAD Coordinator
		CAD Technician
		Data Center Specialist
		Desktop Technician
		Engineering Aide
		GIS Data Coordinator
		GIS Technician
		Graphics Designer
		IT Operations Technician
		Laboratory Technician - Chemistry
		LIMS System/Database Analyst
		Monitoring/Sampling Shop & Field Technician
		Monitoring/Sampling Specialist
		Monitoring/Sampling Technician
		Network Specialist

Job Group Code	Job Group Title	MMSD Job Titles
		Project Controls Specialist
		Project Surveyor
		Quality Assurance Inspector
		Senior GIS Data Coordinator
		Survey Crew Chief
		System Monitoring Data Analyst
		Water Resources Specialist
06	Administrative Support	
		Account Specialist
		Accountant
		Administrative Assistant
		Administrative Coordinator
		Cost & Schedule Specialist
		Customer Services Coordinator
		Human Resources Coordinator
		Paralegal Administrator
		Payroll Specialist
		Project Controls Analyst
		Project Controls Specialist
		Receptionist
		Records Information Management Technician
		Safety & Risk Management Specialist
		Technical Services Coordinator
08	Service/Maintenance	
		Facilities Technician I
		Facilities Technician II
		Laboratory Helper

TABLE 4 – INTERNAL AVAILABILITY SOURCES

The following listing suggests feeder groups identified for the established Job Groups.

Job Group Code	Job Group Title	Feeder Group*
01	Officials and Managers	Professional New Recruits
02	Professionals	Administrative Support Technicians Service/Maintenance Interns/Work Study/Co-Ops New Recruits
03	Technicians	Service/Maintenance Apprentices Interns/Work Study/Co-Ops New Recruits
06	Administrative Support	Interns/Work Study/Co-Ops New Recruits
08	Service/Maintenance	New Recruits

EEO Tabulation 2006-2010 (5-year ACS data); U.S. Census Bureau, number one Affirmative Action Data Source. EEO Tabulation breaks down the population of the Primary Metropolitan Statistical Area into eight categories which are similar to those used on the EEO-4 Form.

EEO-4 Job Group Titles – Consists of a total of eight Job Groups for the State and Local Government database. MMSD employs individuals within five of the eight Job Groups.

Minority – Includes all races besides “White, Non-Hispanic.” See Race/Ethnicity

Occupational Categories – Specific to those used by State and local governments. The occupational categories for the updated Equal Employment Opportunity Commission report (EEO-4), that the District utilizes are as follows:

Officials and Managers - Occupations requiring administrative and managerial personnel who set broad policies, exercise overall responsibility for execution of these policies, and direct individual departments or special phases of a firm's operations

Professionals - Occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background

Technicians - Occupations requiring a combination of basic scientific knowledge and manual skill which can be obtained through two years of post-high school education, such as is offered in many technical institutes and junior colleges, or through equivalent on-the-job training

Administrative Support – Includes all clerical-type work regardless of difficulty, where the activities are predominantly non-manual

Service/Maintenance – Positions requiring manual labor to perform routine service tasks

Occupational Distribution – The occupational distribution examines how a particular group is distributed among occupations. Thus, if 20 officials and managers are Female and there are a total of 100 Females, the occupational distribution of Females as officials and managers is 20 percent $((20/100)*100)$.

Race/Ethnicity –

White (Not of Hispanic Origin) - All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East

Black (Not of Hispanic Origin) - All persons having origins in any of the black racial groups of Africa

Hispanic - All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race

Asian/Pacific Islander - All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa

Other - All other ethnicities

State and Local Government Job Groups –See EEO Tabulation 2006-2010 (5-year ACS data); U.S. Census Bureau

COMMISSION FILE NO: 19-043-4 **DATE INTRODUCED:** April 8, 2019

INTRODUCED BY: Executive Director (Signature on file in the Office of the Commission)

REFERRED BY COMMISSION CHAIRPERSON TO: Policy, Finance, and Personnel Committee

RELATING TO: Award of Contract P-2838 for the Purchase of Laboratory Chemicals and Supplies

SUMMARY:

The Commission is requested to authorize the Executive Director to award a three-year contract (May 1, 2019, through April 30, 2022) for the purchase of laboratory chemicals and supplies with MG Scientific, Inc., in an amount not to exceed \$820,000. A formal bid process was completed. MG Scientific, Inc., was the only bidder.

This contract is advantageous to the District, because the vendor offers substantial discounts from list prices, prompt deliveries using the supplier's vehicles, and a variety of product and service options to meet the needs of MMSD's Central Laboratory.

MG Scientific, Inc., based in Pleasant Prairie, Wisconsin, was the only firm that responded to the District's invitation to bid to furnish and deliver laboratory chemicals and supplies. The prices quoted by MG Scientific, Inc., were reasonable and favorable to the District. MG Scientific, Inc., currently maintains a stockroom inventory at the MMSD Central Laboratory. This has stabilized the purchase of laboratory consumables, saving considerable time for laboratory staff. The service provided by MG Scientific, Inc., is unique in the Milwaukee region for the District's type of laboratory. The vendor has a wide supplier base, obtains goods outside its catalog, provides computerized price lists quarterly with both its standard price and the District's discounts, issues monthly usage reports with suggestions for alternatives and other savings, and maintains accurate procurement and timely delivery schedules.

MG Scientific, Inc., is certified as a Small Business Enterprise with the District.

ATTACHMENTS: **BACKGROUND** ☐ **KEY ISSUES** ☒ **RESOLUTION** ☒
FISCAL NOTE ☒ **S/W/MBE** ☒ **OTHER** ☐ _____

PFP_Laboratory_Supplies_legislative_file.docx
03-20-19

COMMITTEE ACTION: _____ **DATE:** _____

COMMISSION ACTION: _____ **DATE:** _____

KEY ISSUES

Award of Contract P-2838 for the Purchase of Laboratory Chemicals and Supplies

All items purchased through this contract period will be on an as-needed basis. MG Scientific, Inc., will maintain the stockroom inventory established by the District for the most commonly used laboratory supplies by providing weekly deliveries supplemented with special deliveries as needed. Delivery quantities are not fixed; they are determined based on the remaining items in stock. This “just in time” inventory will allow the District to control purchases better, avoid stocking unneeded items, and help to ensure that the Central Laboratory always has the supplies and chemicals needed to perform required testing. Many of the supplies and chemicals required will be the same as those purchased in previous years, but their quantities are indefinite. Consumable needs are affected by the number of tests that the District’s clients request, regulatory requirements, and technology changes. Maintaining this right size inventory allows the Central Laboratory to manage the limited shelf life of many chemicals and reduces storage safety concerns.

RESOLUTION

Award of Contract P-2838 for the Purchase of Laboratory Chemicals and Supplies

RESOLVED, by the Milwaukee Metropolitan Sewerage Commission, that the Executive Director is authorized to execute a contract for the purchase of laboratory chemicals and supplies from MG Scientific, Inc., for three years (May 1, 2019 through April 30, 2022) for an amount not to exceed \$820,000 for the three-year period.



O&M Budget Fiscal Note

RELATING TO:

Award of Contract P-2838 for the Purchase of Laboratory Chemicals and Supplies

Cost Center: LAB _____	Line Item: 756 _____																
Line Item Impact <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">2019 Original Budget</td> <td style="text-align: right; border-bottom: 1px solid black;">\$402,000</td> </tr> <tr> <td>Carryovers or Transfers</td> <td style="text-align: right; border-bottom: 1px solid black;">\$0</td> </tr> <tr> <td>Adjusted Budget</td> <td style="text-align: right; border-bottom: 1px solid black;">\$402,000</td> </tr> <tr> <td>Estimated Annual Expenditure including Request</td> <td style="text-align: right; border-bottom: 1px solid black;">\$402,000</td> </tr> <tr> <td>Anticipated Year End Balance</td> <td style="text-align: right; border-bottom: 1px solid black;">\$0</td> </tr> <tr> <td>Actual Year to Date Expenditures Through</td> <td style="text-align: right; border-bottom: 1px solid black;">\$33,571</td> </tr> </table> <p style="margin-top: 10px;">For unfavorable Year End Balance, identify funding source:</p> <div style="margin-left: 40px;"> <input type="checkbox"/> Absorbed within the Division <input type="checkbox"/> Other Division <input type="checkbox"/> Unallocated Reserve </div>		2019 Original Budget	\$402,000	Carryovers or Transfers	\$0	Adjusted Budget	\$402,000	Estimated Annual Expenditure including Request	\$402,000	Anticipated Year End Balance	\$0	Actual Year to Date Expenditures Through	\$33,571				
2019 Original Budget	\$402,000																
Carryovers or Transfers	\$0																
Adjusted Budget	\$402,000																
Estimated Annual Expenditure including Request	\$402,000																
Anticipated Year End Balance	\$0																
Actual Year to Date Expenditures Through	\$33,571																
<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left; width: 35%;">Anticipated Expenditure Timing</th> <th style="text-align: right; width: 15%;">Requested Expenditures</th> <th style="text-align: right; width: 15%;">Anticipated Savings/Revenues</th> <th style="text-align: right; width: 35%;">Net Fiscal Impact</th> </tr> <tr> <td>Current Year (2019)</td> <td style="text-align: right; border-bottom: 1px solid black;">\$273,333</td> <td style="text-align: right; border-bottom: 1px solid black;">\$0</td> <td style="text-align: right; border-bottom: 1px solid black;">\$273,333</td> </tr> <tr> <td>Subsequent</td> <td style="text-align: right; border-bottom: 1px solid black;">\$546,667</td> <td style="text-align: right; border-bottom: 1px solid black;">\$0</td> <td style="text-align: right; border-bottom: 1px solid black;">\$546,667</td> </tr> <tr> <td>Total Cost</td> <td style="text-align: right; border-bottom: 1px solid black;">\$820,000</td> <td style="text-align: right; border-bottom: 1px solid black;">\$0</td> <td style="text-align: right; border-bottom: 1px solid black;">\$820,000</td> </tr> </table>		Anticipated Expenditure Timing	Requested Expenditures	Anticipated Savings/Revenues	Net Fiscal Impact	Current Year (2019)	\$273,333	\$0	\$273,333	Subsequent	\$546,667	\$0	\$546,667	Total Cost	\$820,000	\$0	\$820,000
Anticipated Expenditure Timing	Requested Expenditures	Anticipated Savings/Revenues	Net Fiscal Impact														
Current Year (2019)	\$273,333	\$0	\$273,333														
Subsequent	\$546,667	\$0	\$546,667														
Total Cost	\$820,000	\$0	\$820,000														

Comments: The proposed contract would begin May 1, 2019 and end April 30, 2022. The requested expenditure is for a not-to-exceed contract amount of \$820,000. The contract includes discounted prices. Actual expenditures will depend on actual usage. The 2019 budget includes \$402,000 for lab chemicals and supplies, which includes this contract and other chemical supply needs.

Budget Review by: Theresa Zwieg _____	Date 3/7/2019 _____
--	----------------------------

Award of Contract P-2838 for the Purchase of Laboratory Chemicals and Supplies



Procurement & S/W/MBE Summary Information

Contract # P-2838

Cost Center: LAB

Purchase of Laboratory Chemicals and Supplies

BID SUMMARY

Bid Opening Date: 3/6/2019

	Total	SWMBE	Local
# of Bids	1	1	0
# of Responsive Bids	1	1	0

Bidders	Price	Responsive?	Responsible?	% Sub	% SWMBE
MG Scientific, Inc. Pleasant Prairie, WI 53158 (SBE)	\$68,318.13	Responsive	Responsible	0.0%	100.0%

SUBCONTRACTOR INFORMATION

Type	Subcontractor Name	Type of Work	%	Amount
NONE	n/a	n/a	n/a	n/a

ECONOMIC DEVELOPMENT ELEMENTS

Workforce Requirements

Sanitary Sewer Service Area (SSSA)

Employment: n/a

Target Area (TA) Employment: n/a

Apprentices Required: n/a

OUTREACH INFORMATION

The Procurement team performed the following outreach: advertised in the Daily Reporter, sent an e-mail notification to all registered firms in the Commodities category, and sent targeted e-mails to 1 S/W/MBE laboratory supply firm. The bid opportunity is also publicly accessible from the MMSD website and Bonfire. Bonfire also performs outreach to its users when a bid is posted.

S/W/MBE Planholders:

MG Scientific, Inc.

If no or low S/W/MBE participation, explain why:

n/a

Additional Comments:

Total bid amount of \$68,318.13 is based on a sample 6-month scenario and does not represent all of the costs that might be incurred during that time frame. The three-year contract total not to exceed \$820,000 is based on historical usage.

AWARDEE INFORMATION

Company:	MG Scientific, Inc.
Contact Person:	James McKeown
Phone Number:	(800) 343-8338
E-mail Address:	jmckeown@mgscientific.com

EEO DATA

Local or National Office?		Total # of Employees	
	Local		21
	Total		%
Minorities	4		19.0%
African American	1		4.8%
Asian	1		4.8%
Hispanic	2		9.5%
Native American	0		0.0%
<i>Labor Market Availability - Minorities</i>		<i>Labor Market Availability - Females</i>	
	19.0%		57.0%
Females	12		57.1%
African American	1		4.8%
Asian	1		4.8%
Hispanic	2		9.5%
Native American	0		0.0%

COMMISSION FILE NO: 19-044-4 **DATE INTRODUCED:** April 8, 2019

INTRODUCED BY: Executive Director (Signature on file in the Office of the Commission)

REFERRED BY COMMISSION CHAIRPERSON TO: Policy, Finance, and Personnel Committee

RELATING TO: Authorizing the Executive Director to Amend an Agreement with Ecoplast Packaging, LLC, to Provide Packaging Materials for the Bagging of Milorganite®

SUMMARY:

The Commission is asked to authorize the Executive Director on behalf of the District to amend the current agreement with Ecoplast Packaging, LLC, to provide packaging supplies to be used in the bagging of Milorganite® in an amount not to exceed \$749,000 and to increase the amount authorized annually for two additional years at an amount not to exceed \$750,000 per year.

In September 2016, MMSD entered into a three-year contract with Ecoplast Packaging, LLC, to provide packaging supplies used in the bagging of Milorganite® fertilizers in a not-to-exceed amount of \$1,600,000. The Commission action also allowed for two additional years, at an amount not to exceed \$550,000 per year. Increases in demand for packaged product and cost increases associated with the Producer Price Index escalator have affected spend estimates to the degree that the original authority granted by the Commission will be exhausted by the end of the first quarter of 2019. Staff requests that the contract amount be amended by \$749,000 to cover the estimated need for the balance of 2019 and that the amount for the two additional years granted under the original resolution be amended to \$750,000 per year.

The dollar amounts in this request are consistent with the 2019 budget allocation for Milorganite® packaging supplies.

ATTACHMENTS: **BACKGROUND** ☒ **KEY ISSUES** ☐ **RESOLUTION** ☒
FISCAL NOTE ☒ **S/W/MBE** ☐ **OTHER** ☐ _____

PFP_Ecoplast_Contract_Amendment_legislative_file.docx
03-20-19

COMMITTEE ACTION: _____ **DATE:** _____

COMMISSION ACTION: _____ **DATE:** _____

BACKGROUND

Authorizing the Executive Director to Amend an Agreement with Ecoplast Packaging, LLC, to Provide Packaging Materials for the Bagging of Milorganite®

In 2016, staff sought bids for packaging materials for Milorganite® based on consistent growth trends from the previous four years. Total number of bag impressions (film for an individual bag) was calculated for 2016 through 2019 at an annual estimated rate of approximately 2 million impressions (including bags for the professional grade product) per year. Stronger than expected growth in the retail marketplace increased the number of impressions used, growing to 2.2 million impressions in 2018. This growth and cost increases associated with Producer Price Index increases have sped up the use of funding granted under the original Commission authority.

Adding to the above mentioned trends, work toward strategies that would increase the number of units available to the marketplace and to promote smart fertilizer use led to the decision to reduce the package size for the retail market from 36-pound to 32-pound, allowing for a potential of an additional 400,000 units annually available for distribution.

Retail Bags Packaged 2011 - 2017



RESOLUTION

Authorizing the Executive Director to Amend an Agreement with Ecoplast Packaging, LLC, to Provide Packaging Materials for the Bagging of Milorganite®

RESOLVED, by the Milwaukee Metropolitan Sewerage Commission, that the Executive Director is authorized to amend the current agreement with Ecoplast Packaging, LLC, to provide packaging supplies to be used in the bagging of Milorganite® in an amount not to exceed \$749,000 for 2019 and to increase the amount authorized annually for two additional years at an amount not to exceed \$750,000 per year.



O&M Budget Fiscal Note

RELATING TO:

Authorizing the Executive Director to Amend an Agreement with Ecoplast Packaging, LLC, to Provide Packaging Materials for the Bagging of Milorganite®

Cost Center: MKT _____	Line Item: 750 _____																
Line Item Impact <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">2019 Original Budget</td> <td style="width: 40%; text-align: right; border-bottom: 1px solid black;">\$749,734</td> </tr> <tr> <td>Carryovers or Transfers</td> <td style="text-align: right; border-bottom: 1px solid black;">\$0</td> </tr> <tr> <td>Adjusted Budget</td> <td style="text-align: right; border-bottom: 1px solid black;">\$749,734</td> </tr> <tr> <td>Estimated Annual Expenditure including Request</td> <td style="text-align: right; border-bottom: 1px solid black;">\$749,734</td> </tr> <tr> <td>Anticipated Year End Balance</td> <td style="text-align: right; border-bottom: 1px solid black;">\$0</td> </tr> <tr> <td>Actual Year to Date Expenditures Through 3/12</td> <td style="text-align: right; border-bottom: 1px solid black;">\$3,200</td> </tr> </table> <p style="margin-top: 10px;">For unfavorable Year End Balance, identify funding source:</p> <div style="display: flex; justify-content: flex-start; gap: 20px;"> <input type="checkbox"/> Absorbed within the Division <input type="checkbox"/> Other Division <input type="checkbox"/> Unallocated Reserve </div>		2019 Original Budget	\$749,734	Carryovers or Transfers	\$0	Adjusted Budget	\$749,734	Estimated Annual Expenditure including Request	\$749,734	Anticipated Year End Balance	\$0	Actual Year to Date Expenditures Through 3/12	\$3,200				
2019 Original Budget	\$749,734																
Carryovers or Transfers	\$0																
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Estimated Annual Expenditure including Request	\$749,734																
Anticipated Year End Balance	\$0																
Actual Year to Date Expenditures Through 3/12	\$3,200																
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%; text-align: left;">Anticipated Expenditure Timing</th> <th style="width: 20%; text-align: center;">Requested Expenditures</th> <th style="width: 20%; text-align: center;">Anticipated Savings/Revenues</th> <th style="width: 20%; text-align: center;">Net Fiscal Impact</th> </tr> </thead> <tbody> <tr> <td>Current Year (2019)</td> <td style="text-align: right; border-bottom: 1px solid black;">\$749,000</td> <td style="text-align: right; border-bottom: 1px solid black;">\$0</td> <td style="text-align: right; border-bottom: 1px solid black;">\$749,000</td> </tr> <tr> <td>Subsequent</td> <td style="text-align: right; border-bottom: 1px solid black;">\$1,500,000</td> <td style="text-align: right; border-bottom: 1px solid black;">\$0</td> <td style="text-align: right; border-bottom: 1px solid black;">\$1,500,000</td> </tr> <tr> <td>Total Cost</td> <td style="text-align: right; border-bottom: 1px solid black;">\$2,249,000</td> <td style="text-align: right; border-bottom: 1px solid black;">\$0</td> <td style="text-align: right; border-bottom: 1px solid black;">\$2,249,000</td> </tr> </tbody> </table>		Anticipated Expenditure Timing	Requested Expenditures	Anticipated Savings/Revenues	Net Fiscal Impact	Current Year (2019)	\$749,000	\$0	\$749,000	Subsequent	\$1,500,000	\$0	\$1,500,000	Total Cost	\$2,249,000	\$0	\$2,249,000
Anticipated Expenditure Timing	Requested Expenditures	Anticipated Savings/Revenues	Net Fiscal Impact														
Current Year (2019)	\$749,000	\$0	\$749,000														
Subsequent	\$1,500,000	\$0	\$1,500,000														
Total Cost	\$2,249,000	\$0	\$2,249,000														

Comments: The requested expenditures were included as part of the 2019 Operations and Maintenance budget. The additional years of the contract will set the contract to end on December 31, 2021.

Budget Review by:	Date
Theresa Zwieg _____	3/12/2019 _____

COMMISSION FILE NO: 19-045-4 **DATE INTRODUCED:** April 8, 2019

INTRODUCED BY: Executive Director (Signature on file in the Office of the Commission)

REFERRED BY COMMISSION CHAIRPERSON TO: Policy, Finance and Personnel Committee

RELATING TO: Intergovernmental Cooperation Agreement between the Milwaukee Metropolitan Sewerage District and the City of South Milwaukee for the Incorporation of South Milwaukee's Biosolids into Milorganite® Fertilizer

SUMMARY:

The Commission is requested to authorize the Executive Director to execute the attached intergovernmental cooperation agreement (ICA) between the City of South Milwaukee (South Milwaukee) and the Milwaukee Metropolitan Sewerage District (District) for the incorporation of South Milwaukee's biosolids into Milorganite® fertilizer. Under the ICA, the District agrees to accept South Milwaukee's biosolids to supplement the manufacture of Milorganite®.

In recent years, substantial growth in Milorganite® sales has led to shortages of product. The District's ability to manufacture additional product to meet market demand is limited. Recently, South Milwaukee, which is not a member of the District and processes its own sewage, has entered discussions with the District about offloading a portion of its biosolids to the District. South Milwaukee currently land applies excess biosolids at a cost to its ratepayers. Under the proposed ICA, the cost of shipping the biosolids to the South Shore Water Reclamation Facility will be borne by South Milwaukee, and the cost of processing will be borne by the District.

In a spirit of cooperation and in an effort to reduce the burden on respective ratepayers while improving the level of service to customers and helping the District to meet production goals for Milorganite®, the Executive Director recommends executing the attached ICA to formalize this agreement. A separate letter of intent to be signed by both parties will document the sampling requirements and other details of this agreement.

ATTACHMENTS: **BACKGROUND** ☐ **KEY ISSUES** ☐ **RESOLUTION** ☒
FISCAL NOTE ☐ **S/W/MBE** ☐ **OTHER** ☒ Proposed Intergovernmental Cooperation Agreement

PFP_ICA_SouthMilwaukee_legislative_file.docx
03-20-19

COMMITTEE ACTION: _____ **DATE:** _____

COMMISSION ACTION: _____ **DATE:** _____

RESOLUTION

Intergovernmental Cooperation Agreement between the Milwaukee Metropolitan Sewerage District and the City of South Milwaukee for the Incorporation of South Milwaukee's Biosolids into Milorganite® Fertilizer

RESOLVED, by the Milwaukee Metropolitan Sewerage Commission, that the Executive Director is authorized to execute the attached intergovernmental cooperation agreement with the City of South Milwaukee for the incorporation of South Milwaukee's biosolids into Milorganite® fertilizer.

**Intergovernmental Cooperation Agreement
between the
Milwaukee Metropolitan Sewerage District and the
City of South Milwaukee for the
Incorporation of South Milwaukee's Biosolids into Milorganite® Fertilizer**

1. Parties

This Intergovernmental Cooperation Agreement (Agreement) is between the Milwaukee Metropolitan Sewerage District (District), with its principal place of business at 260 West Seeboth Street, Milwaukee, Wisconsin 53204, and the City of South Milwaukee (South Milwaukee), with its principal place of business at 2424 15th Avenue, South Milwaukee, Wisconsin 53172.

2. Purpose

In a spirit of cooperation and in an effort to reduce the burden on respective ratepayers while improving the level of service to customers, the parties are constantly exploring partnerships and opportunities for shared services. This Agreement will permit South Milwaukee to supply biosolids from South Milwaukee's water reclamation facility to the District's South Shore Water Reclamation Facility for incorporation into Milorganite® fertilizer (hereinafter "Project") in an effort to reduce costs and improve efficiencies to South Milwaukee while assisting the District to meet production quotas for its increasingly popular Milorganite® fertilizer.

3. Basis for this Agreement

- A. WHEREAS, Wisconsin law authorizes any municipality to establish an intergovernmental cooperation agreement with another municipality for the furnishing of services (Wis. Stat. sec. 66.0301); and
- B. WHEREAS, through the sewage treatment process, the District produces the well-known Milorganite® fertilizer from biosolids flowing into its treatment facilities, the treatment process for which is controlled with a high-degree of quality control, ensuring only product that meets precise specifications may be distributed nationwide for sale; and
- C. WHEREAS, in recent years the District has recorded record-breaking sales of Milorganite®, but because the District can only produce a finite amount of Milorganite®, the need has arisen for the District to secure additional biosolids to meet production quotas; and
- D. WHEREAS, South Milwaukee operates its own water reclamation facility that produces an average of 1.6 million gallons of biosolids per year, which has historically been distributed for land application to agricultural users. The cost of shipping and land-

applying these biosolids, estimated at \$60,000 annually, has been borne by the ratepayers of South Milwaukee;

NOW THEREFORE, the parties enter into this Agreement for the District to accept biosolids from South Milwaukee in order to reduce the cost to South Milwaukee ratepayers and increase the production capacity of District's Milorganite®.

4. Effective Dates

This Agreement becomes effective on March 1, 2019, and terminates on February 28, 2022.

5. Notices

A. The District will provide notices to:

City Administrator Tamara Mayzik/Facility Superintendent Andrew Bakalarski
City of South Milwaukee
2424 15th Avenue
South Milwaukee, Wisconsin 53172
Email: mayzik@smwi.org
bakalarski@smwi.org
Phone: 414/768-8047
414/768-8180

B. South Milwaukee will provide notices to:

Mike Martin
Milwaukee Metropolitan Sewerage District
260 West Seeboth Street
Milwaukee, Wisconsin 53204-1446
Email: mmartin@mmsd.com
Phone: 414/225-2148

6. Terms

South Milwaukee shall notify the District when it is prepared to ship biosolids to the District's South Shore Water Reclamation Facility. The District shall not unreasonably delay the acceptance of the shipment. The specifics of available delivery times, sampling of shipments and other details necessary to implement this ICA shall be agreed upon by the parties in a separate Letter of Intent to be executed within 30 days after Commission approval of this ICA. The cost of the biosolids shipment shall be borne by South Milwaukee, the cost of the biosolids treatment shall be borne by the District.

7. Termination

Either Party may terminate this Agreement at any time and without cause. To terminate this Agreement, a Party will provide written notice to the other Party. This notice will indicate the effective date of termination and the reasons for termination.

SIGNATURES ON NEXT PAGE

DRAFT

**MILWAUKEE METROPOLITAN
SEWERAGE DISTRICT**

CITY OF SOUTH MILWAUKEE

By: _____
Kevin L. Shafer, P.E.
Executive Director

By: _____
Erik Brooks
Mayor

Date: _____

Date: _____

Approved as to form

Approved as to form

Attorney for the District

Christopher R. Smith
South Milwaukee City Attorney

DRAFT

COMMISSION FILE NO: 19-046-4 **DATE INTRODUCED:** April 8, 2019

INTRODUCED BY: Executive Director (Signature on file in the Office of the Commission)

REFERRED BY COMMISSION CHAIRPERSON TO: Policy, Finance, and Personnel Committee

RELATING TO: Adoption of Commission Policy 1-01.20, Environmental Justice Policy

SUMMARY:

The Commission is requested to approve the creation of Commission Policy 1-01.20, Environmental Justice Policy. The purpose of the attached policy is to serve as a statement of the Milwaukee Metropolitan Sewerage Commission's intent to ensure its projects, policies, programs, and practices adhere to concepts of social and economic justice, which are always to be considered when carrying out its day-to-day responsibilities. The primary goal of this policy is the avoidance or mitigation of unnecessary disproportionate environmental or fiscal impacts of its activities across the communities in its service area.

ATTACHMENTS: **BACKGROUND** ☒ **KEY ISSUES** ☒ **RESOLUTION** ☒
FISCAL NOTE ☐ **S/W/MBE** ☐ **OTHER** ☒ Proposed Commission Policy 1-01.20

PFP_EnvironmentalJusticePolicy_legislative.docx
03-20-19

COMMITTEE ACTION: _____ **DATE:** _____

COMMISSION ACTION: _____ **DATE:** _____

BACKGROUND

Adoption of Commission Policy 1-01.20, Environmental Justice Policy

The concept of environmental justice has taken hold at all levels of government in recent years.

The beginning of the environmental justice movement is generally recognized as the Memphis Sanitation Strike of 1968, when sanitation workers went on strike over poor working conditions. This is believed to be the first time African Americans had mobilized a national, broad-based group to oppose what they considered environmental injustices. Rev. Dr. Martin Luther King, Jr., became involved and advocated for better working conditions and pay for the striking garbage workers. See <https://www.epa.gov/environmentaljustice/environmental-justice-timeline>.

In 1982, the movement for environmental justice was energized when primarily African Americans mobilized a national, broad-based group for a sit-in protest against a polychlorinated biphenyl landfill in Warren County, North Carolina. Over 500 environmentalists and civil rights activists were arrested and, although the protest was unsuccessful in halting construction, this event is widely understood to be the catalyst for the Environmental Justice Movement. See <https://www.epa.gov/environmentaljustice/environmental-justice-timeline>.

In 1992, the Environmental Protection Agency (EPA) created the office of Environmental Equity, which later became the Office of Environmental Justice. On February 11, 1994, an Executive Order was issued to direct Federal agencies to incorporate achieving environmental justice into their mission. The EPA created an Environmental Justice division to ensure that "...all people enjoy the same degree of protection from environmental and health hazards and equal access to the decision-making process to maintain a healthy environment in which to live, learn, and work." The EPA's program extends to all areas of its work, including setting standards, permitting facilities, awarding grants, issuing licenses, regulations, and reviewing proposed actions by the federal agencies. See <https://www.epa.gov/environmentaljustice/title-vi-and-environmental-justice>.

Modeling its policy after the EPA's efforts, the District seeks to continue to work with all stakeholders to constructively and collaboratively address environmental and public health issues and concerns by integrating environmental justice into applicable policies, programs, and activities.

KEY ISSUES

Adoption of Commission Policy 1-01.20, Environmental Justice Policy

The proposed policy defines environmental justice as “...the fair treatment and meaningful involvement of people of all races, cultures, and incomes and believes that no group of people should bear a disproportionate share of negative environmental or fiscal consequences resulting from MMSD’s operations, programs, and/or policies.” See, e.g., Environmental Justice Policy, (quoted almost entirely from San Francisco Public Utilities Commission (SFPUC Resolution No.09-0170)). See also the EPA definition of environmental justice at <https://www.epa.gov/environmentaljustice>.

To ensure that no group of people or community bears a disproportionate share of environmental or fiscal consequences of its projects, the District intends to continue to use available data to inform its decision making to ensure that its ratepayers share uniformly in access to environmental benefits from its activities. In addition, and in accord with Sec. 200.59 Wis. Stats., the District shall continue, as it has always done, to adhere to the requirement that “...no charges, rules or practices of the District shall be unreasonable or unjustly discriminatory, according to the standards and criteria which the District is required to follow under state or federal law...”

While these concepts are currently considered in its activities, the creation of this policy highlights the District’s commitment to environmental justice and will ensure that the District remains at the national forefront of providing the best service to all its customers without regard to socioeconomic factors.

RESOLUTION

Adoption of Commission Policy 1-01.20, Environmental Justice Policy

RESOLVED, by the Milwaukee Metropolitan Sewerage Commission, that the attached Commission Policy 1-01.20, Environmental Justice Policy, is adopted.



Commission Policy

Subject: Environmental Justice Policy	Index: 1-01.20
Authority: Statute:	Page: 1 of 1
Resolution: 19-045-4	Date Issued: 4/22/2019
	Date Revised:

The Milwaukee Metropolitan Sewerage District (MMSD) is committed to act as an environmental steward for the Greater Milwaukee Watersheds through the pursuit and establishment of policies, programs, and practices that ensure concepts of social justice are considered when carrying out its day-to-day responsibilities. MMSD affirms and commits to the goals of environmental justice to prevent, mitigate, and lessen disproportionate environmental impacts of its activities on communities in its service area.

MMSD defines environmental justice as the fair treatment and meaningful involvement of people of all races, cultures, and incomes and believes that no group of people should bear a disproportionate share of environmental or fiscal consequences resulting from MMSD's operations, programs, and/or policies.

Commitment:

In implementing this Policy, MMSD staff shall endeavor to meet the following objectives:

1. Regularly train staff about the environmental justice issues affecting the MMSD and its operations;
2. Continue MMSD's workforce development strategies, including green job opportunities throughout the service area;
3. Identify new and continue to implement existing initiatives to avoid or eliminate disproportionate impacts of MMSD decisions and activities throughout the service area;
4. Develop diverse and culturally appropriate communication strategies to ensure that stakeholders can fully participate in decisions and actions that may impact their communities;
5. Work with stakeholders, including grass-roots organizations and public and private sector entities, to develop workable environmental justice guidance that may be used to assess how each MMSD activity impacts concepts of environmental justice on each community and how to mitigate any disproportionate impact of such operations, programs, and/or policies.

COMMISSION FILE NO: 19-047-4 **DATE INTRODUCED:** April 8, 2019

INTRODUCED BY: Executive Director (Signature on file in the Office of the Commission)

REFERRED BY COMMISSION CHAIRPERSON TO: Policy, Finance, and Personnel Committee

RELATING TO: Authorizing the Transfer of Funds in the 2018 Operations and Maintenance Budget and the Transfer of Funds in the 2018 Capital Budget

SUMMARY:

The Commission is requested to approve the transfer of funds in the 2018 Operations and Maintenance Budget. Commission Policy 1-15.01, Operations and Maintenance Budget, requires Commission approval to offset overruns in one division with a surplus from another division or the unallocated reserve, as appropriate.

Likewise, the Commission is asked to approve the transfer of funds between capital accounts in the 2018 Capital Budget. District Commission Policy 1-15.02, Capital Budget, requires Commission approval to offset overruns in one capital account with a surplus from another capital account.

The amount of requested transfers is based on preliminary financial reports for 2018. A preliminary analysis of the 2018 surplus, subject to final audit, indicates a yearend surplus of \$5,581,920. The surplus is to be used in the 2020 Operations and Maintenance Budget as surplus applied and a reduction to user charge billings.

A two-thirds affirmative vote of the Commission is required for adoption.

ATTACHMENTS: **BACKGROUND** ☒ **KEY ISSUES** ☐ **RESOLUTION** ☒
FISCAL NOTE ☐ **S/W/MBE** ☐ **OTHER** ☐ _____

*PFP_2018_OM_and_Capital_Transfer_legislative_file
03-20-19*

COMMITTEE ACTION: _____ **DATE:** _____

COMMISSION ACTION: _____ **DATE:** _____

SUMMARY (Cont'd)

Authorizing the Transfer of Funds in the 2018 Operations and Maintenance Budget and the Transfer of Funds in the 2018 Capital Budget

Division: Technical Services Division

Transfer Amount: \$748,000

The transfer is needed to offset the unfavorable variance of \$748,000 within the Technical Services Division. The unfavorable variance results primarily from the Office of Contract Compliance cost center and is due to higher than anticipated utilities costs and the cost center completing more Material Capital Repair and Replacements (MCRR's) than budgeted. The 2018 budget for utilities for the cost center was created based on recent historical trends; however, actual costs exceeded the budget due to the landfill gas turbine and South Shore engine overhauls. In addition, in 2018 the number and costs of MCRR's exceeded the 2018 budgeted level because of unplanned equipment failures and needed repairs. These result in a \$2.3 million unfavorable variance in the Office of Contract Compliance cost center which is partially offset by favorable variances in the Division's other cost centers. The division is also requesting to carry over \$150,000 into 2019 to complete projects that were delayed in 2018. A transfer of \$748,000 is requested from the Unallocated Reserve.

Division: Planning, Research, and Sustainability Division

Transfer Amount: \$868,000

The transfer is needed to offset the unfavorable variance of \$868,000 within the Planning, Research, and Sustainability Division. In 2018, the Division purchased \$811,000 of unbudgeted lighting fixtures for the lighting upgrade in the Drying and Dewatering Building at the Jones Island Water Reclamation Facility in anticipation of a potential favorable variance within the division and noting that a request would be made to transfer from the Unallocated Reserve, if necessary. The unbudgeted \$811,000 purchase is partially offset by other favorable variances within the division. The division is also requesting to carry over \$210,000 into 2019 to complete projects that were delayed in 2018. A transfer is requested from the Unallocated Reserve.

BACKGROUND

Authorizing the Transfer of Funds in the 2018 Operations and Maintenance Budget and the Transfer of Funds in the 2018 Capital Budget

O&M Transfers

	2018 Adopted Budget	2018 Preliminary Actual*	2018 Preliminary Variance	Transfer From	Transfer To	2018 Amended Budget
Commission	\$232,082	\$204,899	\$27,183			\$232,082
Office of Executive Director	\$2,386,615	\$2,335,309	\$51,306			\$2,386,615
Information Technology Services	\$4,251,839	\$4,155,706	\$96,133			\$4,251,839
Legal Services	\$903,605	\$878,469	\$25,136			\$903,605
Finance	\$2,405,779	\$2,144,864	\$260,915			\$2,405,779
Technical Services	\$64,017,969	\$64,764,985	(\$747,016)		\$748,000	\$64,765,969
Planning, Research, & Sustainability	\$2,140,083	\$3,007,462	(\$867,379)		\$868,000	\$3,008,083
Water Quality Protection	\$4,577,981	\$3,984,168	\$593,813			\$4,577,981
Community Outreach & Business Engagement	\$6,330,445	\$5,929,584	\$400,861			\$6,330,445
Fringe Benefits	\$11,775,983	\$10,372,065	\$1,403,918			\$11,775,983
Unallocated Reserve	\$2,943,380	\$0	\$2,943,380	(\$1,616,000)		\$1,327,380
Total	\$101,965,761	\$97,777,510	\$4,188,250	(\$1,616,000)	\$1,616,000	\$101,965,761

*Preliminary actual includes requested carryover.

In the 2018 Capital Budget, the Watercourse and Flood Management capital account exceeded the budgeted level by \$2.146 million. The unfavorable variance is due primarily to the timing of expenditures. Project W40002, Kinnickinnic River Real Estate Deconstruction/Demolition and Pulaski Park completed more construction work than anticipated. The unfavorable variance does not impact the project's approved total project cost. Project W11030, North 30th Street Corridor Wet Weather Relief – East, also completed more construction than what was budgeted in 2018. These unfavorable variances do not negatively affect the District's Six-year Financing Plan. If approved, \$2.146 million of unspent budgeted funds will be transferred from the Water Reclamation Facilities capital account to the Watercourse and Flood Management capital account to offset overruns.

	2018 Adopted Budget	2018 Actual	Year-End Variance	Transfer From	Transfer To	2018 Amended Budget
Water Reclamation Facilities	\$48,260	\$29,805	\$18,455	(\$2,146)		\$46,114
Conveyance Facilities	\$9,726	\$5,310	\$4,415			\$9,726
Watercourse & Flood Management Projects	\$10,164	\$12,310	(\$2,146)		\$2,146	\$12,310
Other Projects	\$22,428	\$15,391	\$7,037			\$22,428
Totals	\$90,578	\$62,816	\$27,762	(\$2,146)	\$2,146	\$90,578

Note, all dollars are in thousands.

RESOLUTION

Authorizing the Transfer of Funds in the 2018 Operations and Maintenance Budget and the Transfer of Funds in the 2018 Capital Budget

RESOLVED, by the Milwaukee Metropolitan Sewerage Commission, that funds from the 2018 Operations and Maintenance Budget be transferred as follows:

1. A total of \$748,000 from Unallocated Reserve to the Technical Services Division;
2. A total of \$868,000 from Unallocated Reserve to the Planning, Research, and Sustainability Division;

and that funds from the 2018 Capital Budget are transferred as follows:

3. A total of \$2.146 million from the the Water Reclamation Facilities capital account to the Watercourse and Flood Management capital account.

COMMISSION FILE NO: 19-048-4 **DATE INTRODUCED:** April 8, 2019

INTRODUCED BY: Executive Director (Signature on file in the Office of the Commission)

REFERRED BY COMMISSION CHAIRPERSON TO: Policy, Finance, and Personnel Committee

RELATING TO: Amending the Adopted 2019 Operations and Maintenance Budget to Reflect Carryover of Unexpended Funds

SUMMARY:

The Commission is requested to amend the adopted 2019 Operations and Maintenance Budget by approving the carryover of unexpended 2018 funds into 2019. Carryovers are permitted when goods, materials, and services required for the operation and maintenance of District facilities are not delivered or completed during the previous fiscal year and have authorized budgets that have not been expended.

Carryover requests totaling \$1,026,000 were submitted to the Budget Office. Of those, staff recommends carrying over \$360,000 of the total request into 2019. A preliminary analysis of the 2018 surplus, subject to final audit, indicates a yearend surplus of \$5,581,920. After carryovers, this would leave approximately \$5,221,920 of the preliminary surplus to be used in the 2020 Operations and Maintenance Budget as surplus applied and a reduction to user charge billings.

A two-thirds affirmative vote of the Commission is required for approval.

Cost Center: Engineering Services

Acct #: 649

Amount: \$150,000

The requested carryover is for \$150,000 for the 43rd Street ditch culvert repair. Holes in the bottom of the culverts led to the development of sinkholes in the City of Milwaukee parking lot located above the culverts. Repairs are needed to the bottom of the culverts to eliminate the risk of future sinkholes. Funds were budgeted in 2018 for the repairs, but, due to other workload priorities, the project was delayed into 2019.

ATTACHMENTS: **BACKGROUND** ☐ **KEY ISSUES** ☐ **RESOLUTION** ☒
FISCAL NOTE ☐ **S/W/MBE** ☐ **OTHER** ☐ _____

PFP_Carryovers_to_2019_legislative_file.docx
03-19-19

COMMITTEE ACTION: _____ **DATE:** _____

COMMISSION ACTION: _____ **DATE:** _____

SUMMARY (Cont'd)

Amending the Adopted 2019 Operations and Maintenance Budget to Reflect Carryover of Unexpended Funds

Cost Center: Planning, Research, and Sustainability

Acct #: 645

Amount: \$160,000

The requested carryover for \$160,000 is for two projects. The first request of \$80,000 is to complete the conveyance modeling software selection process. MMSD's current modeling software will no longer be supported in the near future and must be replaced. In 2018, the division hired a consultant to help select a new modeling software to support the needs of MMSD. The work is underway and will be completed in 2019. The second requested carryover is for \$80,000 for a professional services contract to complete concrete inspections of monolithic pipes in the District's conveyance system. The inspections will help determine the condition of District-owned pipes and aid in long-term planning. The work was budgeted in 2018, but due to other workload priorities, was delayed into 2019. The work is anticipated to begin in the third quarter of 2019.

Cost Center: Planning, Research, and Sustainability

Acct #: 649-1

Amount: \$50,000

The requested carryover is for \$50,000 for an outside consultant to facilitate and create a three-year strategic plan for the Fresh Coast Resource Center. The creation of the strategic plan will help prioritize initiatives for the resource center. Work to select the consultant and complete the strategic plan is underway and anticipated to be completed in 2019. The work was budgeted in 2018, but due to other workload priorities was delayed into 2019.

RESOLUTION

Amending the Adopted 2019 Operations and Maintenance Budget to Reflect Carryover of Unexpended Funds

RESOLVED, by the Milwaukee Metropolitan Sewerage Commission, that the Adopted 2019 Operations and Maintenance Budget be amended to include the following amounts carried forward from 2018 to 2019:

Division	Cost Center	Account	Amount
Technical Services	Engineering Services	649	\$150,000
Planning, Research, and Sustainability	Planning, Research and Sustainability	645	\$160,000
	Planning, Research and Sustainability	649-1	\$50,000
Total			\$360,000

COMMISSION FILE NO: 19-049-4 **DATE INTRODUCED:** April 8, 2019

INTRODUCED BY: Executive Director (Signature on file in the Office of the Commission)

REFERRED BY COMMISSION CHAIRPERSON TO: Policy, Finance, and Personnel Committee

RELATING TO: Establishing Dates and Times for Commission Review and Public Hearings on the 2020 Capital and Operations and Maintenance Budgets

SUMMARY:

The Policy, Finance, and Personnel Committee is requested to approve the dates listed in the resolution for Commission review and public hearings on the 2020 Proposed Capital and Operations and Maintenance (O&M) Budgets. In accordance with Commission Policies 1-15.01, Operations and Maintenance Budget, and 1-15.02, Capital Budget, the Executive Director shall establish a calendar for public hearings and the Commission's review of the proposed budgets as well as a notice of the public hearing to be published as a display notice at least 15 days prior to the first public hearing.

In addition to the dates approved in this calendar, staff will make status and update presentations to the Policy, Finance, and Personnel Committee or the Commission during the budget process as the proposed budgets are being analyzed and developed. 2020 Budget request materials will be distributed to cost center managers in April 2019. O&M and Capital budget requests are due to the Budget Office on May 24, 2019.

ATTACHMENTS: **BACKGROUND** ☐ **KEY ISSUES** ☐ **RESOLUTION** ☒
FISCAL NOTE ☐ **S/W/MBE** ☐ **OTHER** ☐ _____

PFP_2020_Budget_Calendar_legislative_file.docx
03-20-19

COMMITTEE ACTION: _____ **DATE:** _____

COMMISSION ACTION: _____ **DATE:** _____

RESOLUTION

Establishing Dates and Times for Commission Review and Public Hearings on the 2020 Capital and Operations and Maintenance Budgets

RESOLVED, by the Policy, Finance, and Personnel Committee, that the dates and times for meetings and public hearings on the 2020 Capital and Operations and Maintenance Budgets as set forth below are approved.

Date	Activity/Event
September 7	Public Notice of 2020 Proposed Capital and Operations and Maintenance Budgets
September 23	First Public Hearing on Proposed Budgets at 6:00 p.m.
October 7	Commissioner Amendment Requests to be Submitted to Budget Office
October 14	Second Public Hearing on Budgets at 8:30 a.m. Policy, Finance, and Personnel Committee Meeting – Present Amendments for Consideration
October 28	Commission Approves Capital and Operations and Maintenance Budgets

POLICY, FINANCE & PERSONNEL COMMITTEE MEETING

April 8, 2019

EXECUTIVE DIRECTOR'S REPORT

19-002-01

A. Monthly Reports

April 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>
<i>7</i>	8 Operations Committee-9:00 a.m. PF&P Committee-9:05 a.m.	<i>9</i>	<i>10</i>	<i>11</i>	<i>12</i>	<i>13</i>
<i>14</i>	<i>15</i>	<i>16</i>	<i>17</i>	<i>18</i>	19 GOOD FRIDAY	<i>20</i>
21 EASTER	22 Commission-9:00 a.m.	<i>23</i>	<i>24</i>	<i>25</i>	<i>26</i>	<i>27</i>
<i>28</i>	<i>29</i>	<i>30</i>				