

**ELECTRONIC PACKET**

**JUNE 10, 2019 POLICY, FINANCE, & PERSONNEL COMMITTEE MEETING**

**RELEASED: Monday, June 3, 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*

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Monday, June 10, 2019

9:05 AM

Dennis M. Grzezinski Conference Room

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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, June 10, 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 May 6, 2019

#### NEW BUSINESS

- |    |          |  |
|----|----------|--|
| 13 | 19-083-6 | Contract M06013C04 - Project Management Information System Licensing, Maintenance, and Service Agreement   |
| 14 | 19-084-6 | Award of Contract M01035C01, Headquarters and Laboratory Roof Replacement  |
| 15 | 19-085-6 | Resolution Appointing Mickie Pearsall as Treasurer of the Milwaukee Metropolitan Sewerage District; Resolution Appointing Don Nehmer as Deputy Treasurer of the Milwaukee Metropolitan Sewerage District; and Revision to Appendix One of Commission Policy 1-73.17, Investment Policy |

- 16      19-086-6      Declaration of Excess Lands and Authorization to Transfer Two  
Greenseams® Purchased Properties
- 17      19-087-6      Authorizing the Executive Director to Amend Contract P-2593 with Kinder  
Morgan Terminals, Inc., for Milorganite® Packaging Services
- 18      19-088-6      Application for Financial Assistance from the State of Wisconsin,  
Department of Natural Resources, Waterways Commission for River  
Skimmer Program
- 19      19-089-6      Approval of Job Content Values and Job Title
- 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) 414.272.6360 or write to Office of the Commission, 260 W. Seeboth Street, Milwaukee, Wisconsin, 53204-1446.



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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*

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Monday, May 6, 2019

9:05 AM

Dennis M. Grzezinski Conference Room

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### CALL TO ORDER

*Committee Chair Commissioner Manzanet called the meeting to order at 10:11 a.m.*

### RECORD ROLL

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

**Absent** 1 - José G. Pérez

*Other Commissioners Present: Kathy Ehley, Cavalier C. Johnson, LaTonya Johnson, and John Swan, III.*

### Approval of Proceedings of Regular Committee Meeting held April 8, 2019

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

### NEW BUSINESS

- 14    19-066-5    Authorization to Execute an Intergovernmental Cooperation Agreement with the City of Franklin for Ryan Creek Interceptor Odor Control

*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.*

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

- 15    19-067-5            Authorizing Application for a Wisconsin Department of Natural Resources Urban Non-Point Source and Storm Water Program Planning Grant on Behalf of the Southeastern Wisconsin Watersheds Trust, Inc.
- The Committee received a PowerPoint presentation from Karen Sands, Director of Planning, Research, and Sustainability.*
- A motion was made by Commissioner Zetts, seconded by Commissioner Devine, that this matter be approved by a voice vote. The motion carried by a unanimous voice vote.**
- 16    19-068-5            Revision to Commission Policy 1-76.02, Records Management
- The Committee received a presentation from Scott Johanning, Director of Information Systems, with comments by Kevin L. Shafer, P.E., Executive Director.*
- A motion was made by Commissioner Stone, seconded by Commissioner Zetts, that this matter be approved by a voice vote. The motion carried by a unanimous voice vote.**
- 17    19-069-5            Authorizing and Providing for the Sale and Issuance of One Series of General Obligation Sewerage System Promissory Notes, Levying Taxes for the Payment Thereof, and All Related Details
- The Committee received a presentation from Mickie Pearsall, Director of Finance.*
- 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.**

## 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 10:27 a.m.*



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Anna Kettlewell, Commission Secretary  
Milwaukee Metropolitan Sewerage District



**COMMISSION FILE NO:** 19-083-6 **DATE INTRODUCED:** June 10, 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:** Contract M06013C04 – Project Management Information System Licensing, Maintenance, and Service Agreement

**SUMMARY:**

The Commission is requested to authorize the Executive Director to execute on behalf of the District Contract M06013C04, Project Management Information System Licensing, Maintenance, and Service Agreement, with e-Builder, Inc., (e-Builder) in an amount not to exceed \$735,500.

In 2016, the District selected and contracted with e-Builder to provide implementation services and software licensing for the District's project management information system (PMIS). The District selected e-Builder using a qualifications-based selection methodology. e-Builder is a Software as a Service provider, delivering a cloud-based PMIS. Staff uses e-Builder to manage the following project associated data and information:

- Cost (budgets, commitments, invoices, cashflow, etc.)
- Schedule
- Documents
- Processes (various approvals, invoicing, change orders, etc.)
- Forms
- Submittals
- Reporting

Staff is currently using e-Builder to manage over 180 projects totaling nearly \$1 billion, inclusive of contracts and staff resources. At present, the District has over 500 internal and external users of e-Builder software.

**ATTACHMENTS:** BACKGROUND  KEY ISSUES  RESOLUTION   
FISCAL NOTE  S/W/MBE  OTHER  \_\_\_\_\_

*PFP\_Award\_M06013C04\_IT\_Services\_Agreement\_e-Builder\_legislative\_file.docx  
05-20-19*

**COMMITTEE ACTION:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**COMMISSION ACTION:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

## **SUMMARY (Cont'd)**

### **Contract M06013C04 – Project Management Information System Licensing, Maintenance, and Service Agreement**

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The original three-year licensing term expires at the end of July 2019. The proposed contract will provide for a second three-year licensing term. As e-Builder is the only entity capable of supporting this system, this is a sole source procurement.

The District has an enterprise license agreement with e-Builder, whereby the District is granted unlimited licenses to the system. Annual licensing and maintenance fees are based on the amount of spending managed by the system, using a tier-based approach. Licensing and maintenance fees included as part of the proposed contract are approximately \$178,500 per year for three years. Total licensing and maintenance fees for the three-year term of the proposed agreement are approximately \$535,500.

The proposed contract also includes an allowance of \$200,000 for e-Builder professional services that may be utilized over the course of the three-year term of the agreement. e-Builder and the District's Enterprise Resource Planning (ERP) system are integrated and share financial data to enhance efficiency and productivity across the organization. As the District either upgrades the current ERP system or replaces it with a new system, staff anticipates changes to existing integrations and the design and implementation of new integrations to maximize efficiency. The proposed allowance will be authorized by staff and used as needs may be identified associated with the ERP or for other needs that may be identified.

The contract duration is 36 months.



## **RESOLUTION**

Contract M06013C04 – Project Management Information System Licensing,  
Maintenance, and Service Agreement

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**RESOLVED**, by the Milwaukee Metropolitan Sewerage Commission, that the Executive Director is authorized to execute Contract M06013C04, Project Management Information System Licensing, Maintenance, and Service Agreement with e-Builder, Inc., in an amount not to exceed \$735,500.



## O&M Budget Fiscal Note

**RELATING TO:**

Contract M06013C04 – Project Management Information System Licensing, Maintenance, and Service Agreement

<b>Cost Center:</b>	<b>Line Item:</b>
ITS _____	691 _____

<b>Line Item Impact</b>			
2019 Original Budget	\$1,290,638		
Carryovers or Transfers	\$0		
Adjusted Budget	\$1,290,638		
Estimated Annual Expenditure including Request	\$1,290,638		
Anticipated Year End Balance	\$0		
Actual Year to Date Expenditures Through 5/9	\$247,552		
For unfavorable Year End Balance, identify funding source: <input type="checkbox"/> Absorbed within the Division			
<input type="checkbox"/> Other Division			
<input type="checkbox"/> Unallocated Reserve			
<b>Anticipated Expenditure Timing</b>	Requested Expenditures	Anticipated Savings/Revenues	Net Fiscal Impact
Current Year (2019)	\$168,915	\$0	\$168,915
Subsequent	\$366,585	\$0	\$366,585
Total Cost	\$535,500	\$0	\$535,500

**Comments:** Licensing and maintenance fees included as part of the proposed contract are approximately \$178,500 per year for 3-years. The proposed contract also includes an allowance of \$200,000 for e-Builder professional services that may be utilized over the course of the 3-year term of the agreement. The District has an enterprise license agreement with e-Builder, whereby we are granted unlimited licenses to the system. Annual licensing and maintenance fees are based on the amount of spending managed by the system, using a tier-based approach.

Budget Review by:	Date
Theresa Zwieg _____	5/9/2019 _____



## EEO DATA

Local or National Office?	National		Total # of Employees	151	
	<u>Total</u>	<u>%</u>		<u>Total</u>	<u>%</u>
<b>Minorities</b>	53	35.1%	<b>Females</b>	39	25.8%
African American	29	19.2%	African American	5	3.3%
Asian	3	2.0%	Asian	3	2.0%
Hispanic	19	12.6%	Hispanic	8	5.3%
Native American	2	1.3%	Native American	1	0.7%
<i>Labor Market Availability - Minorities</i>			<i>Labor Market Availability - Females</i>		
20.0%			48.0%		



**COMMISSION FILE NO:** 19-084-6 **DATE INTRODUCED:** June 10, 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 M01035C01, Headquarters and Laboratory Roof Replacement

**SUMMARY:**

The Commission is requested to award and to direct the Executive Director to execute on behalf of the District Contract M01035C01, Headquarters and Laboratory Roof Replacement, to Hernandez Roofing, LLC, in an amount of \$717,551. Hernandez Roofing, LLC, was the lowest responsible, responsive bidder among three bids received.

The Headquarters roof is 17 years old, and the Laboratory roof is approximately 20 years old. Within the last year alone, each roof has required more than 30 repairs each. An infrared scan revealed that both roofs were classified as 60% wet, meaning that the insulation has been damaged and penetrated by water. When a roof reaches a classification of 40% wet, it is time consider replacement. The Headquarters and Laboratory roofs have exceeded this point, and it is time for replacement. A typical lifespan for a roof is approximately 20 years, so this replacement project is on schedule.

The roofs proposed will have a 25-year warranty and lifespan. The scope of work generally consists of removing the existing roof and membrane and fully replacing and upgrading these systems.

The duration of this contract is 120 calendar days.

**ATTACHMENTS:** BACKGROUND  KEY ISSUES  RESOLUTION   
FISCAL NOTE  S/W/MBE  OTHER  \_\_\_\_\_

*PPF\_HQ-Lab\_roof\_replacement\_legislative\_file.docx  
05-24-19*

**COMMITTEE ACTION:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**COMMISSION ACTION:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

## **BACKGROUND**

### Award of Contract M01035C01, Headquarters and Laboratory Roof Replacement

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The Headquarters roof is approximately 15,000 square feet and contains a solar panel array and green roof trays. This roof is classified as a built up roof. The contractor will remove the current roof, install installation, and will install a Johns Manville roof. As part of the contract, Hernandez Roofing, LLC, is responsible for moving and temporarily storing the solar panel array and green roof before construction begins and reinstalling in like condition these items.

The Laboratory roof is approximately 22,300 square feet and is classified a built up roof, but also contains a gravel layer, unlike the Headquarters roof. The contractor will remove the current roof, lift 46 exhaust fans to accommodate the reroofing, install insulation, and will install a Johns Manville roof with a gravel top layer.

The Johns Mansville roof must be installed by a certified contractor and has a 25-year warranty, which includes a material warranty. A five-year contractor warranty is also included for contractor errors.

Both roofs contain a seagull deterrent system, and the contractor will upgrade this to protect the Laboratory vent hoods and solar panels.

In addition to the two roofs, the contract also includes reroofing of stairwell and ancillary roofs not connected to the main Headquarters and Laboratory roofs.

## RESOLUTION

Award of Contract M01035C01, Headquarters and Laboratory Roof Replacement

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**RESOLVED**, by the Milwaukee Metropolitan Sewerage Commission, that Contract M01035C01, Headquarters and Laboratory Roof Replacement, is awarded to Hernandez Roofing, LLC, in an amount not to exceed \$717,551, and that the Executive Director is directed to execute this contract on behalf of the District.



## Capital Budget Fiscal Note Total Project Cost

**RELATING TO:**

Award of Contract M01035C01, Headquarters and Laboratory Roof Replacement

**Capital Project Number(s)**

M01035

**Impact of Requested Action on Total Project Cost:**

Increase

Decrease

New Project

No Change

**Total Project Cost Analysis**

Adopted 2019 Total Project Cost  
Previously Approved Changes  
Approved Total Project Cost  
Requested Total Project Cost  
Requested (Increase)/Decrease

**Project Costs**

\$2,394,000  
\$0  
\$2,394,000  
n/a  
\$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**

The contract is not-to-exceed \$717,551.

Budget Review by:

Christine Durkin

Date:

5/9/2019



**Award of Contract M01035C01, Headquarters and Laboratory Roof Replacement**



**Procurement & S/W/MBE Summary Information**

**Contract #**                     M01035C01                      
**Headquarters and Laboratory Roof Replacement**

**Cost Center:**           FAC          

**BID SUMMARY**

Bid Opening Date:           5/3/2019          

	<b>Total</b>	<b>SWMBE</b>	<b>Local</b>
# of Bids	3	1	3
# of Responsive Bids	3	1	3

<b>Bidders</b>	<b>Price</b>	<b>Responsive?</b>	<b>Responsible?</b>	<b>% Sub</b>	<b>% SWMBE</b>
Hernandez Roofing Milwaukee, WI 53204 (SBE)	\$717,550.80	Responsive	Responsible	0.0%	100.0%
Langer Roofing & Sheetmetal Milwaukee, WI 53204	\$921,375.00	Responsive	Responsible	Not provided	20.0%
FJA Christiansen Roofing Co., Inc. Milwaukee, WI 53209	\$1,155,699.00	Responsive	Responsible	Not provided	20.0%

**SUBCONTRACTOR INFORMATION**

<b>Type</b>	<b>Subcontractor Name</b>	<b>Type of Work</b>	<b>%</b>	<b>Amount</b>
N/A			0.0%	\$0.00

**ECONOMIC DEVELOPMENT ELEMENTS**

Workforce Requirements

Sanitary Sewer Service Area (SSSA)  
 Employment:                     45%                    

Target Area (TA) Employment:                     20%                    

# Apprentices Required:                     0

## 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 roofing and general construction categories, sent targeted e-mails to potential prime bidders and (2) SWMBE roofing firms, and notified the various local chambers of commerce. The bid opportunity is also publicly accessible from the MMSD website and Quest CDN. Quest CDN also performs outreach to its users when a bid is posted.

S/W/MBE Planholders:

Hernandez Roofing, JT Rams, LLC, JRT Top Notch Roofing

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

NA

Additional Comments:

NA

## AWARDEE INFORMATION

Company:	Hernandez Roofing
Contact Person:	Tom Rentmeester
Phone Number:	414-882-7714
E-mail Address:	tr@hernandezroof.com

## EEO DATA

Local or National Office?	Local	Total # of Employees	26
	<u>Total</u>	<u>Total</u>	<u>%</u>
<b>Minorities</b>	26	100.0%	
African American	0	0.0%	
Asian	0	0.0%	
Hispanic	24	92.3%	
Native American	0	0.0%	
		<b>Females</b>	
		2	7.7%
		African American	0
		0.0%	
		Asian	0
		0.0%	
		Hispanic	2
		7.7%	
		Native American	0
		0.0%	
<i>Labor Market Availability - Minorities</i>	<u>20.0%</u>	<i>Labor Market Availability - Females</i>	<u>48.0%</u>



**COMMISSION FILE NO:** 19-085-6 **DATE INTRODUCED:** June 10, 2019

**INTRODUCED BY:** Commission Chair (Signature on File in the Office of the Commission)

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

**RELATING TO:** Resolution Appointing Mickie Pearsall as Treasurer of the Milwaukee Metropolitan Sewerage District; Resolution Appointing Don Nehmer as Deputy Treasurer of the Milwaukee Metropolitan Sewerage District; and Revision to Appendix One of Commission Policy 1-73.17, Investment Policy

**SUMMARY:**

The District's Treasurer, Mark Kaminski, has submitted his letter of retirement from the Milwaukee Metropolitan Sewerage District, with his last significant workday on July 5, 2019. Mr. Kaminski will remain a District employee, in the position of Senior Fellow, through September 2019 on his official retirement date.

Wis. Stat. §200.27(5) provides that the Commission shall appoint a Treasurer, who shall be responsible for the receipt and disbursement of all money received by the District and for the investment of money received by the District.

It is recommended that the Director of Finance, Mickie Pearsall, assume the Treasurer duties, as this task traditionally has been a component of the Director of Finance position. Ms. Pearsall shall report to the Executive Director and will complete the duties of the Treasurer as established by State statutes. The appointment is recommended to be effective July 8, 2019.

Additionally, it is recommended that Deputy Director of Finance, Don Nehmer, be appointed as Deputy Treasurer, with the full authority to act as Treasurer if the Treasurer is unavailable or otherwise unable to perform her duties, at the determination of the Executive Director. Each position would be authorized to perform all functions necessary to process Wisconsin Clean Water Fund Program loan applications.

**ATTACHMENTS:** **BACKGROUND**  **KEY ISSUES**  **RESOLUTION**   
**FISCAL NOTE**  **S/W/MBE**  **OTHER**  Proposed Commission Policy 1-73.17 Revision

*PPF\_Treasurer\_Appointment\_legislative\_file.docx*  
05-24-19

**COMMITTEE ACTION:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**COMMISSION ACTION:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

## **SUMMARY (Cont'd)**

Resolution Appointing Mickie Pearsall as Treasurer of the Milwaukee Metropolitan Sewerage District; Resolution Appointing Don Nehmer as Deputy Treasurer of the Milwaukee Metropolitan Sewerage District; and Revision to Appendix One of Commission Policy 1-73.17, Investment Policy

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These changes also require a revision to Appendix One of Commission Policy 1-73.17, Investment Policy, which authorizes personnel to execute financial transactions on behalf of the District. It is recommended that the Commission adopt the changes as proposed on the attachment.

## RESOLUTION

Resolution Appointing Mickie Pearsall as Treasurer of the Milwaukee Metropolitan Sewerage District; Resolution Appointing Don Nehmer as Deputy Treasurer of the Milwaukee Metropolitan Sewerage District; and Revision to Appendix One of Commission Policy 1-73.17, Investment Policy

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**RESOLVED**, by the Milwaukee Metropolitan Sewerage Commission, that Mickie Pearsall be appointed to the position of Treasurer of the Milwaukee Metropolitan Sewerage District, effective July 8, 2019.

**FURTHER RESOLVED**, by the Milwaukee Metropolitan Sewerage Commission, that Don Nehmer be appointed to the position of Deputy Treasurer of the Milwaukee Metropolitan Sewerage District, effective July 8, 2019.

**FURTHER RESOLVED**, by the Milwaukee Metropolitan Sewerage Commission, that the revisions to Appendix One of Commission Policy 1-73.17, Investment Policy, as shown in the attached policy, are adopted, effective July 8, 2019.

**FURTHER RESOLVED**, by the Milwaukee Metropolitan Sewerage Commission, that the Treasurer of the Milwaukee Metropolitan Sewerage District and the Deputy Treasurer of the Milwaukee Metropolitan Sewerage District are each authorized to do all things necessary in connection with the Wisconsin Clean Water Fund Program loan application process.

### **Authorized Personnel**

The following persons are authorized to transact investment business and wire funds for investment purposes on behalf of the Milwaukee Metropolitan Sewerage District:

~~Mark T. Kaminski~~ Mickie L. Pearsall, ~~Finance~~ Director of Finance/Treasurer  
~~Mickie Pearsall~~ Donald R. Nehmer, Deputy Director of Finance ~~Director~~  
~~Donald R. Nehmer~~ Gina De Sota, Controller  
David Deiringer, Supervisor of Revenue and Fixed Assets



**COMMISSION FILE NO:** 19-086-6 **DATE INTRODUCED:** June 10, 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:** Declaration of Excess Lands and Authorization to Transfer Two Greenseams® Purchased Properties

**SUMMARY:**

The Commission is requested to approve the transfer of two parcels of land to the Ozaukee Washington Land Trust (OWLT) as part of the Greenseams® Program; to declare as excess those property interests greater than the conservation easement for each of the parcels of land; and to authorize the Executive Director, as a condition of each transfer of title, to enter into conservation easements for each of the parcels for the benefit of the District to protect the conservation values of each parcel in perpetuity and to require the partner organization to maintain the parcel consistent with those conservation values.

MMSD staff proposes that the District transfer these properties identified in Table 1 below to OWLT with each property subject to a permanent conservation easement retained by the District. OWLT has indicated a willingness to take ownership of the respective properties and to maintain the properties consistently with the conservation easement terms in perpetuity. These proposed transfers are consistent with the District's plans for maintenance of acquired Greenseams® properties. The costs to the District will be an estimated \$2,000 in closing costs for each parcel transferred for a total of not more than \$6,000. OWLT will receive the property at no charge in return for its agreement to maintain the property in accord with the terms of the permanent conservation easement. The declaration of excess land by the Commission is necessary to comply with Wis. Stat. §200.43(4) prior to the District conveying the title for these properties to OWLT identified in Table 1 below.

**ATTACHMENTS:** BACKGROUND  KEY ISSUES  RESOLUTION   
FISCAL NOTE  S/W/MBE  OTHER  \_\_\_\_\_

*PFP\_Greenseams\_Transfers\_Two\_legislative\_file.docx  
05-21-19*

**COMMITTEE ACTION:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**COMMISSION ACTION:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

## SUMMARY (Cont'd)

### Declaration of Excess Lands and Authorization to Transfer Two Greenseams® Purchased Properties

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**Table 1**

<b>Property</b>	<b>Location</b>	<b>Acres</b>	<b>Tax Key Number(s)</b>	<b>Purchase Price</b>	<b>Grant Amount</b>	<b>Year Purchased</b>	<b>Transferee</b>
Saia	Farmington	78	T4_0296, T4_029600A, T4_0297, T4_029800A	\$240,700	\$119,099	2017	OWLT
Huiras	Fredonia	20	04-009-10- 002.00	\$50,000	-	2017	OWLT



**RESOLUTION**

Declaration of Excess Lands and Authorization to Transfer Two Greenseams®  
Purchased Properties

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**RESOLVED**, by the Milwaukee Metropolitan Sewerage Commission, that the Executive Director is authorized, as part of the Greenseams® Program, to transfer two properties to the Ozaukee Washington Land Trust, as identified in Table 1 below, and that the Executive Director is authorized, as a condition of the transfer of title for each parcel, to enter into conservation easements for each of the parcels for the benefit of the District to protect the conservation values of each parcel in perpetuity and to require the partner organization to maintain the parcel consistent with those conservation values.

**FURTHER RESOLVED**, by the Milwaukee Metropolitan Sewerage Commission, that, pursuant to Sec. 200.43(4), Wis. Stats., the District declares as excess any and all property interest greater than the permanent conservation easement to be retained by the District for each of the tax key parcels identified in Table 1 below.

**FURTHER RESOLVED**, by the Milwaukee Metropolitan Sewerage Commission, that the Executive Director may accept and execute on behalf of the Commission all related conservation easements, deeds of conveyance, or other related real estate documents for an amount not to exceed \$6,000.

**Table 1**

<b>Property</b>	<b>Location</b>	<b>Acres</b>	<b>Tax Key Number(s)</b>	<b>Purchase Price</b>	<b>Grant Amount</b>	<b>Year Purchased</b>	<b>Transferee</b>
Saiia	Farmington	78	T4_0296, T4_029600A, T4_0297, T4_029800A	\$240,700	\$119,099	2017	Ozaukee Washington Land Trust
Huiras	Fredonia	20	04-009-10-002.00	\$50,000	-	2017	Ozaukee Washington Land Trust



## Capital Budget Fiscal Note

### Total Project Cost

**RELATING TO:**

Declaration of Excess Lands and Authorization to Transfer Two Greenseams® Purchased Properties

<b>Capital Project Number(s)</b>	<b>Impact of Requested Action on Total Project Cost:</b>		
<u>W97004</u>	<input type="checkbox"/> Increase	<input type="checkbox"/> Decrease	<input type="checkbox"/> New Project <input checked="checked" type="checkbox"/> No Change

<b>Total Project Cost Analysis</b>	<b>Project Costs</b>
Adopted 2019 Total Project Cost	*
Previously Approved Changes	\$0
Approved Total Project Cost	*
Requested Total Project Cost	n/a
Requested (Increase)/Decrease	\$0

<b>Action to be taken to Long-Range Financing Plan to address Total Project Cost change</b>	
_____	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**

\*The Greenseams® program does not have a total project cost because it is a capital program. The 2019 Capital Budget includes \$1.2 million for 2019, and the long-range financing plan includes \$7.2 million. The adopted 2019 Capital Budget and the long-range financing plan have sufficient funding for the current request of \$6,000.

Budget Review by:	Date:
<u>Christine Durkin</u>	<u>5/8/2019</u>



**COMMISSION FILE NO:** 19-087-6 **DATE INTRODUCED:** June 10, 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 Contract P-2593 with Kinder Morgan Terminals, Inc., for Milorganite® Packaging Services

**SUMMARY:**

The Commission is requested to authorize the Executive Director to amend contract P-2593 with Kinder Morgan Terminals, Inc., for Milorganite® packaging services in an amount not to exceed \$9,200,000.

In November 2013, the Commission authorized the Executive Director to enter into a seven-year contract with Kinder Morgan Terminals, Inc., for Milorganite® packaging services at a cost not to exceed \$11,675,237. While the anticipated cost for seven years was based on historical packaged goods trends, demand for packaged Milorganite® products increased by more than 70% over the last five years. The higher than anticipated packaging needs caused a shortfall in funding from the original funding request. The seven-year agreement (initiated in January 2014 and expiring in December 2021) allows for the packaging, inventory, and shipping activities of all bagged Milorganite® brand products. Annual spend for these activities is estimated on a per tons basis.

The request represents an increase of 79% over the original contract amount approved by the Commission.

**ATTACHMENTS:** BACKGROUND  KEY ISSUES  RESOLUTION   
FISCAL NOTE  S/W/MBE  OTHER  \_\_\_\_\_

*PFP\_Amend\_Contract\_P-2593\_Kinder\_Morgan\_Terminals\_legislative\_file.docx  
05-17-19*

**COMMITTEE ACTION:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**COMMISSION ACTION:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

## BACKGROUND

### Authorizing the Executive Director to Amend Contract P-2593 with Kinder Morgan Terminals, Inc., for Milorganite® Packaging Services

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In November 2013, the Commission authorized the Executive Director to enter into a seven-year contract with Kinder Morgan Terminals, Inc., for Milorganite® packaging services at a cost not to exceed \$11,675,237. The contract, initiated in 2014, provides services on a per ton price basis with annual increases tied to the Consumer Price Index.

Popularity of Milorganite® with homeowners has dramatically increased over the last several years to the point of demand outweighing supply. The assumptions leading to the original request were based on an average of 35,000 tons (1.4 million units) packaged annually. Since 2014, the average number of units packaged annually is 1,889,463 (chart below), exceeding past annualized estimates by nearly 500,000 per year over the life of the contract.

In addition to an increase in tons packaged, to satisfy additional demand and reduce the practice of over-fertilization, the decision to reduce the retail bag size from 36 pounds to 32 pounds will potentially increase packaged units by an additional 400,000 annually. Based on product demand, staff estimates a current rate of 45,000 tons or 2.5 million bags packaged annually through 2021.

<b>YEAR</b>	<b>ANNUAL SPEND with Kinder Morgan</b>	<b>UNITS PACKAGED by Kinder Morgan</b>	<b>PACKAGE COST/UNIT*</b>
2007	\$1,009,395	896,511	\$1.13
2008	\$1,466,676	1,492,085	\$0.98
2009	\$1,404,516	1,359,766	\$1.03
2010	\$1,461,636	1,425,313	\$1.03
2011	\$1,464,461	1,314,676	\$1.11
2012	\$1,463,016	1,276,664	\$1.15
2013	\$1,570,177	1,406,430	\$1.12
2014	\$1,866,437	1,588,004	\$1.18
2015	\$1,898,925	1,714,400	\$1.11
2016	\$1,973,327	1,839,668	\$1.07
2017	\$2,386,729	2,223,796	\$1.07
2018	\$2,249,333	2,081,444	\$1.08

\*Does not include the cost of bags

As an additional note, Kinder Morgan's goal for small, women, and minority business enterprise (SWMBE) participation was set at 20% of the original contracted amount. Analysis shows actual SWMBE participation at more than 24% of the total spend to date.

## RESOLUTION

Authorizing the Executive Director to Amend Contract P-2593 with Kinder Morgan Terminals, Inc., for Milorganite® Packaging Services

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**RESOLVED**, by the Milwaukee Metropolitan Sewerage Commission, that the Executive Director is authorized to amend contract P-2593 with Kinder Morgan Terminals, Inc., for Milorganite® packaging services in an amount not to exceed \$9,200,000.



## O&M Budget Fiscal Note

**RELATING TO:**

Authorizing the Executive Director to Amend Contract P-2593 with Kinder Morgan Terminals, Inc., for Milorganite® Packaging Services

<b>Cost Center:</b>	<b>Line Item:</b>
MKT _____	648 _____

<b>Line Item Impact</b>			
2019 Original Budget	\$2,223,754		
Carryovers or Transfers	\$0		
Adjusted Budget	\$2,223,754		
Estimated Annual Expenditure including Request	\$1,681,684		
Anticipated Year End Balance	\$542,070		
Actual Year to Date Expenditures Through 5/14	\$435,169		
For unfavorable Year End Balance, identify funding source:			
	<input type="checkbox"/>	Absorbed within the Division	
	<input type="checkbox"/>	Other Division	
	<input type="checkbox"/>	Unallocated Reserve	
<b>Anticipated Expenditure Timing</b>	Requested Expenditures	Anticipated Savings/Revenues	Net Fiscal Impact
Current Year (2019)	\$2,500,000	\$0	\$2,500,000
Subsequent	\$6,700,000	\$0	\$6,700,000
Total Cost	\$9,200,000	\$0	\$9,200,000

**Comments:** The requested expenditures are to complete the years of the current contract for Milorganite® packaging services. Retail sales have been more than anticipated and subsequently more packaging is required. The cost of pallets is included in the contract amount and recovered in tonnage sales.

Budget Review by:	Date
Theresa Zwieg _____	5/14/2019 _____



**COMMISSION FILE NO:** 19-088-6 **DATE INTRODUCED:** June 10, 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:** Application for Financial Assistance from the State of Wisconsin, Department of Natural Resources, Waterways Commission for River Skimmer Program

**SUMMARY:**

The Commission is requested to authorize the Executive Director to request financial assistance from the State of Wisconsin Department of Natural Resources (WDNR) Waterways Commission for the River Skimmer Program.

WDNR offers financial assistance for recreational boating facilities as a component of the Stewardship Grant Program. The Recreational Boating Facilities Program encompasses a variety of projects including channel dredging, weed harvesting equipment, and trash skimmers. MMSD is eligible to apply for financial assistance for the purchase of a land/pier conveyor for the river skimmer under this program. The State offers grant awards up to 50% of the program expenses. The acquisition of a land/pier conveyor is estimated at \$150,000.

Applications for this grant were due to WDNR by June 1, 2019. As part of the grant submittal, a resolution is required to authorize the Executive Director to submit an application, sign documents, and take necessary action to undertake, direct, and complete the project. The application has been relayed to WDNR noting the intent to present a resolution for Commission adoption this month.

**ATTACHMENTS:** BACKGROUND  KEY ISSUES  RESOLUTION   
FISCAL NOTE  S/W/MBE  OTHER  \_\_\_\_\_

*PFP\_Skimmer\_Grant\_Resolution\_legislative\_file.docx  
05-29-19*

**COMMITTEE ACTION:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**COMMISSION ACTION:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

## RESOLUTION

Application for Financial Assistance from the State of Wisconsin, Department of Natural Resources, Waterways Commission for River Skimmer Program

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**WHEREAS**, the Milwaukee Metropolitan Sewerage District hereby requests assistance for the purpose of acquiring a land/pier conveyor for the District's river skimmer (acquiring trash skimming equipment).

**THEREFORE, BE IT RESOLVED**, that the Milwaukee Metropolitan Sewerage District has allocated as sum sufficient to complete the acquisition, and

**HEREBY AUTHORIZES** Kevin L. Shafer, P.E., Executive Director, to act on behalf of the Milwaukee Metropolitan Sewerage District to submit an application to the Wisconsin Waterways Commission for financial assistance; to sign documents; and to take necessary action to undertake, direct, and complete the approved project.

**BE IT FURTHER RESOLVED**, that Kevin L. Shafer, P.E., Executive Director, will comply with state and federal rules for the programs; may perform force account work; will maintain the completed project in an attractive, inviting, and safe manner; will keep the facilities open to the general public during reasonable hours consistent with the type of facility; and will obtain approval in writing from the Wisconsin Waterways Commission before any change is made in the use of the project site.





**COMMISSION FILE NO:** 19-089-6 **DATE INTRODUCED:** June 10, 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 Job Content Values and Job Title

**SUMMARY:**

Policy, Finance, and Personnel Committee approval is required for changes in job content values and job titles as a result of changes in position responsibilities, organizational changes affecting job duties, or to establish a job content value for newly created positions. Based on the District's process of evaluating positions, the Job Content Committee convened to evaluate all District positions as a part of a comprehensive compensation study. Using established methodology and lead by the Carlson-Dettmann consultant, the following changes are recommended to job content values (points and pay grade) and/or job titles:

<b>Current Title</b>	<b>Recommended Title</b>	<b>Current points/grade</b>	<b>Recommended points/grade</b>
New position	Digital Marketing Specialist	N/A	515/9

**ATTACHMENTS:** BACKGROUND  KEY ISSUES  RESOLUTION   
 FISCAL NOTE  S/W/MBE  OTHER  \_\_\_\_\_

*PFP\_JobContentValuesandJobTitles\_legislative\_file.docx  
 05-28-19*

**COMMITTEE ACTION:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**COMMISSION ACTION:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

## KEY ISSUES

### Approval of Job Content Values and Job Title

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The job content values and job titles recommended are based upon an objective review of positions by the District's Job Content Evaluation Committee utilizing the Carlson-Dettmann rating system. The Committee evaluates positions using a point factor system that assigns points in the categories of Formal Preparation and Experience, Decision Making, Thinking Challenges and Problem Solving, Interactions and Communications, and Work Environment.

#### Digital Marketing Specialist

This is a new position that will report to MMSD's Marketing Manager. The position will be responsible for providing marketing support to ensure the District's initiatives are effectively represented on various websites and social media platforms. In addition, the position will evaluate digital analytics to evaluate marketing success and identify areas of improvement. A review of the job description questionnaire with the Carlson-Dettmann job evaluation system determined the position should be in pay grade 9, 515 points.

## RESOLUTION

### Approval of Job Content Values and Job Title

---

**RESOLVED**, by the Policy, Finance, and Personnel Committee, that the following job content value, pay grade and job title are approved:

<b>Recommended Title</b>	<b>Points/Pay Grade</b>
Digital Marketing Specialist	515/9



## O&M Budget Fiscal Note

**RELATING TO:**

Approval of Job Content Values and Job Title

<b>Cost Center:</b> Marketing and Milorganite®	<b>Line Item:</b> 511 Salaries and Wages
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<b>Line Item Impact</b>			
2019 Original Budget		\$527,546	
Carryovers or Transfers		\$0	
Adjusted Budget		\$527,546	
Estimated Annual Expenditure including Request		\$563,093	
Anticipated Year End Balance		(\$35,547)	
Actual Year to Date Expenditures Through 5/14		\$162,661	
For unfavorable Year End Balance, identify funding source:			
	<input checked="" type="checkbox"/>	Absorbed within the Division	
	<input type="checkbox"/>	Other Division	
	<input type="checkbox"/>	Unallocated Reserve	
<b>Anticipated Expenditure Timing</b>	Requested Expenditures	Anticipated Savings/Revenues	Net Fiscal Impact
Current Year (2019)	\$35,547	\$0	\$35,547
Subsequent	\$71,094	\$0	\$71,094
Total Cost	\$106,641	\$0	\$106,641

**Comments:** The requested expenditures above represent the position being filled from June-December in 2019 and a full year's salary in the "subsequent" calculation. The salary is estimated at the midpoint of pay grade nine, but actual expenditures will be contingent on the actual starting salary and starting date.

Budget Review by:	Date
Christine Durkin	5/14/2019

**POLICY, FINANCE & PERSONNEL COMMITTEE MEETING**

**June 10, 2019**

**EXECUTIVE DIRECTOR'S REPORT**

**19-002-01**

**A. Monthly Reports**

# June 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>	<i>8</i>
<i>9</i>	<b>10 Operations Committee-9:00 a.m. PF&amp;P Committee- 9:05 a.m.</b>	<i>11</i>	<i>12</i>	<i>13</i>	<i>14</i>	<i>15</i>
<i>16</i>	<i>17</i>	<i>18</i>	<i>19</i>	<i>20</i>	<i>21</i>	<i>22</i>
<i>23</i>	<b>24 Commission-9:00 a.m.</b>	<i>25</i>	<i>26</i>	<i>27</i>	<i>28</i>	<i>29</i>
<i>30</i>						