

Minutes of the

REGULAR MEETING OF THE ENVIRONMENT COMMITTEE

Tuesday, December 11, 2018

Committee Members Present:

Sandra Rummel-Chair, Cara Letofsky, Marie McCarthy, Edward Reynoso, Lona Schreiber, Wendy Wulff-Vice Chair

Committee Members Absent:

Harry Melander

CALL TO ORDER

A quorum being present, Committee Chair Rummel called the regular meeting of the Council's Environment Committee to order at 4:01 p.m. on Tuesday, December 11, 2018.

APPROVAL OF AGENDA AND MINUTES

It was moved by Wendy Wulff, seconded by Marie McCarthy to approve the agenda. **Motion carried.**

It was moved by Wendy Wulff, seconded by Marie McCarthy to approve the minutes of the November 13, 2018 regular meeting of the Environment Committee. **Motion carried.**

BUSINESS

2018-346 SW: Reclaimed Water Agreements with Enerkem

It was moved by Wendy Wulff, seconded by Lona Schreiber, that the Metropolitan Council authorize staff to execute a Memorandum of Understanding and a Design Deposit Agreement with Enerkem related to reclaimed water service. **Motion carried.**

2018-347 SW: Minnesota Pollution Control Agency Wastewater Reuse Grant Agreement

It was moved by Cara Letofsky, seconded by Wendy Wulff, that the Metropolitan Council authorize staff to negotiate and execute a wastewater reuse grant agreement with the Minnesota Pollution Control Association (MPCA). **Motion carried.**

2018-348 SW: Security Officer Services Contract

It was moved by Lona Schreiber, seconded by Edward Reynoso, that the Metropolitan Council authorize the Regional Administrator to execute contract 18P248 with Securitas Security Services USA, Inc. provide security officer services for MCES facilities and the 390 North Robert Street building for the time period February 1, 2019 to January 31, 2022, in an amount not to exceed \$3,885,000. **Motion carried.**

2018-349 SW: Business Analytics Professional Services Contract Amendment

It was moved by Lona Schreiber, seconded by Wendy Wulff, that the Metropolitan Council authorize its Regional Administrator to amend Contract 16P239 with Dunn Solutions Group to add \$560,000 with a not to exceed amount of \$1,104,500 for a contract period ending December 31, 2020. **Motion carried.**

INFORMATION

1. MCES Continuous Improvement Journey and Project Spotlights:

Larry Rogacki, Assistant General Manager, Support Services, and Cristine Leavitt, Manager, Continuous Improvement provided an informational presentation and high-level overview of how MCES is enhancing its ability to innovate and improve services using continuous improvement. The session also profiled Project Spotlights, a tool for publicizing results and acknowledging the people that make them happen. Several project results were shared with Committee Members:

- River Data Collection and Reporting Kaizen: Decreased process time from 353 to 51 days; Reduced data transfer errors from 80,000 to 0 per month; Reduced time for loading data sheet information into LIMS from 12 to 5 months.
- Mobile Computing Monitoring Tool: This project automated the manual based river data collection process helping to achieve the great results noted above.
- Lab Services Communication Workout: A WorkOut is a process for engaging staff in improving performance. This project implemented a White Board and weekly meetings that helped achieve a 23% increase in maintained Demonstration of Capability tests from 2016 to 2017. This improvement has enhanced career development and is allowing greater flexibility and resilience of their workforce.
- Total Residual Chlorine (TRC) Testing: This project developed a standard process, training content and approach, and trained plant operators so that ES achieved 100% compliance with the MCES Total Residual Chlorine Program and NPDES permit TRC limits at 3 plants. Project staff realized the value of going and seeing where the work is done to better understand the process and gain insight from operators about process conditions and challenges.
- SSBU Strategic Planning: This project developed 8 strategic plans using a collaborative approach that included all staff. The plans are helping align decisions and actions with plan visions and priorities. Strategy maps are also being used to define performance measures and onboard new staff.

Comments / Questions:

Staff clarified that a kaizen event is a structured method for improving a process by engaging the people who perform the work in: 1) mapping the current “As Is” process, 2) Identifying process pain points and their root causes, 3) Brainstorming and agreeing on improvement ideas, 4) Mapping a future “To Be” process, and 5) Developing action steps needed to achieve the future “To Be” process.

Has there been improvement in change of purpose/morale? Surveys of staff involved in continuous improvement projects has been very positive. A quote from a recent strategy project survey recipient was “I had an enjoyable experience working with my co-workers as a part of the planning team. I feel confident in our group’s direction.”

Are other Council divisions doing this? Staff stated at this time, MCES has the only Continuous Improvement staff member at the Council however Cristine has assisted in a few projects beyond ES.

I have a better understanding of how MCES is being successful through the projects presented.

Great way to end the year.

2. General Manager Report

MCES is a finalist for a 2018 Better Government Award for our excellence in employee recognition and diversity outreach. In partnership with the Governor's Office, the Department of Administration convenes the Better Government Awards each year. These awards recognize significant individual and organizational achievements from across Minnesota government. All state agencies and boards are invited to participate by nominating projects from individuals and/or teams that have increased the efficiency, quality, and value of State government services, using continuous improvement tools or other related methods.

ADJOURNMENT

Business completed, the meeting adjourned at 5:17 p.m.

Susan Taylor
Recording Secretary