

GREEN BAY METROPOLITAN SEWERAGE DISTRICT
PROCEEDINGS OF THE COMMISSION

Regular meeting of the Commission held July 26, 2010.

PRESENT: Commissioners Alesch, Zabel, and Scheberle

EXCUSED: Commissioners Mainz and Hasselblad

ALSO PRESENT: T. Sigmund, P. McCarthy, D. Busch, P. Kaster, W. Angoli, J. Cypinski, M. Diaz, C. Mueller, S. Dequaine, M. Vanden Heuvel, J. Kennedy, L. Evenson, B. Vander Loop, M. Erschnig, D. Cawley, J. Christ, D. Lefebvre, J. Van Sistine, J. Nicks–Legal Counsel; G. Holgerson–Elert & Associates

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

1) Approval of minutes of Commission meeting held June 28, 2010.

Motion #10-064

It was moved by Zabel, seconded by Scheberle, and unanimously agreed to approve the June 28, 2010 minutes as distributed.

2) June financials.

M. Diaz reported the total municipal waste operating revenues for June were unfavorable from budget by \$110,000 primarily due to the City of Green Bay. Year to date municipal waste operating revenues were unfavorable from budget by \$269,000 due to City of Green Bay and Village of Howard. Overall June's operating revenues were unfavorable from budget by \$113,000 and year to date unfavorable by \$359,000. She reported June operating expenses were favorable to budget by \$141,000 primarily due to contract services, strategic initiatives, chemicals, natural gas and fuel oil. Year to date operating expenses were favorable to budget by \$461,000 due to salaries, natural gas and fuel oil, strategic initiatives, and maintenance interceptors. She stated June's net loss was \$71,000 and year to date net loss was \$579,000 due to non-operating expenses and unfavorable results from operating revenues.

Commissioner Alesch stated that depreciation accounts for 85% of the loss.

Commissioner Zabel asked if GBMSD encountered any record flows. D. Busch replied that GBMSD has received higher than normal flows, but no new records.

T. Sigmund stated decreased revenues are due to increased pretreatment by industries in Green Bay and Howard. He also stated that industries are tightening up business costs.

GREEN BAY METROPOLITAN SEWERAGE DISTRICT

07/26/10

Cont'd

PROCEEDINGS OF THE COMMISSION

- 3) Introduce new employees:**
a) Courtney Mueller, Accounting Specialist

M. Diaz introduced Courtney Mueller, who previously worked at Wipfli, a CPA firm. Ms. Mueller has experience in accounts payable, general ledger, financial, and payroll.

C. Mueller stated that she is happy to be here.

- b) Scott Dequaine, Laboratory Analyst I**

D. Cawley introduced Scott Dequaine, who began his employment at GBMSD on July 12.

S. Dequaine stated that he has a Bachelor's Degree in Environmental Science and has seven years of laboratory experience with Ortek and U.S. Analytical Laboratory.

The Commission welcomed them.

- 4) Adopt retirement resolution for Mark Vanden Heuvel.**

Commissioner Alesch read the retirement resolution and presented it to Mr. Vanden Heuvel.

T. Sigmund stated another long term employee is retiring. He stated that wastewater conveyance and treatment is a dangerous business and GBMSD has been very successful with its safety program. He stated that in September 2001 security became a big part of our business and Mr. Vanden Heuvel was a part of it. He expressed his gratitude to Mr. Vanden Heuvel for helping to keep our staff safe.

Commissioner Alesch stated that insurance companies have used GBMSD as a prime example of how to be safe.

M. Vanden Heuvel stated GBMSD's program has been very good.

Motion #10-065

It was moved by Zabel, seconded by Scheberle, and unanimously agreed to approve a retirement resolution for Mark Vanden Heuvel. (Resolution #10-009 is on file at the GBMSD offices.)

GREEN BAY METROPOLITAN SEWERAGE DISTRICT

07/26/10

Cont'd

PROCEEDINGS OF THE COMMISSION

5) Request Commission approval for the addition of a Systems Technician position to the Information Technology Department.

J. Czypinski stated currently GBMSD has a four person Information Technology Department. He stated responsibilities have grown significantly, especially with the automation.

Motion #10-066

It was moved by Zabel, seconded by Scheberle, and unanimously agreed to approve the addition of a Systems Technician position to the Information Technology Department. (See Commission File #10-004 for the revised organizational chart.)

6) Request Commission approval to award the telephone system replacement contract to Convergent Solutions, Inc.

J. Czypinski reported that in 2009 GBMSD hired a telecommunication consultant to evaluate its telecommunications infrastructure and lift/meter stations communication system. He stated Gerritt Holgerson from Elert & Associates is present today. Elert & Associates developed a comprehensive telecommunications plan. He stated GBMSD's telephone system is 10 – 12 years old and is in critical need of replacement. Nine requests for proposals (RFP) were sent out and seven proposals were received from six vendors due to one vendor submitting two proposals. Staff recommends award of the telephone system replacement contract to Convergent Solutions, Inc. He stated Iwatsu has been located in the United States for over 35 years and is a good fit for the size and requirements of GBMSD.

Commissioner Zabel asked about the scoring between Cisco and Iwatsu. J. Czypinski replied the pricing over a five-year period is similar, but the Iwatsu technology is a better fit for an organization our size.

G. Holgerson from Elert & Associates stated both systems can do the job, but Iwatsu is a smaller player from a provider standpoint.

Motion #10-067

It was moved by Zabel, seconded by Scheberle, and unanimously agreed to award the telephone system replacement contract to Convergent Solutions, Inc. in the amount of \$88,850 and a 15% contingency for a total amount of \$102,178.

GREEN BAY METROPOLITAN SEWERAGE DISTRICT

07/26/10

Cont'd

PROCEEDINGS OF THE COMMISSION

7) Request Commission approval to award the network cable replacement contract to Northern Electric, Inc.

J. Czynski reported the data networking cable within the Administration and Maintenance buildings is an older IBM Type-1 cable. He stated GBMSD has been able to utilize the cable network as part of its current computer network, but has reached the maximum data transfer capabilities and it is no longer supported. He reported RFPs were sent to six contractors and two responses were received. Staff recommends award of this contract to Northern Electric.

Motion #10-068

It was moved by Scheberle, seconded by Zabel, and unanimously agreed to award the network cable replacement contract to Northern Electric, Inc. in the amount of \$98,700 and a 10% contingency for a total amount of \$108,570.

8) Request Commission approval of First Amendment to Relocation Order for interceptor relocation work required to allow reconstruction of U.S.H. 29 and U.S.H. 41.

P. McCarthy reported the alignment has been modified to move from a private easement to Woodman Drive.

Motion #10-069

It was moved by Zabel, seconded by Scheberle, and unanimously agreed to approve the First Amendment to Relocation Order for interceptor relocation work required to allow reconstruction of U.S.H. 29 and U.S.H. 41.

9) Request Commission approval of two contracts to perform field work for Phase 2 of the De Pere siphon investigation:

- a) Elite Pipeline Services**
- b) Rock Solid Group**

B. Vander Loop reported Phase 1 involved inspection and assessment of the vertical and horizontal alignment of the siphon pipes. He reported under Phase 2, three RFPs were developed to access the internal and external physical condition of De Pere siphon pipes and joints. Two of the submitted RFPs were negotiated into one contract. He stated the first contract is to clean, dewater, and televise the siphon lines under the Fox River and the second contract will involve using an electromagnetic broadband device inserted into a sewer pig that will be pulled through the pipes to determine the structural integrity of the pipes, both internally and externally.

GREEN BAY METROPOLITAN SEWERAGE DISTRICT

07/26/10

Cont'd

PROCEEDINGS OF THE COMMISSION

Joe Nicks stated the City of De Pere's cost share based on allocation capacity is 47%.

Motion #10-070

It was moved by Zabel, seconded by Scheberle, and unanimously agreed to approve the contract with Elite Pipeline Services in the amount of \$75,500 and a 5% contingency for a total amount of \$79,275 and a contract with Rock Solid Group in the amount of \$254,264 and a 5% contingency for a total amount of \$266,977.

10) Request Commission approval for Somerville, Inc. to provide consulting services for the HVAC System Study.

W. Angoli reported the HVAC systems in the laboratory, administration, and maintenance buildings are showing signs of deterioration. He stated with the current HVAC system it is difficult to maintain quality control in the laboratory. He stated modeling of the system will be done to better incorporate changes in the air handling system.

Motion #10-071

It was moved by Scheberle, seconded by Zabel, and unanimously agreed to approve Somerville, Inc. to provide consulting services for the HVAC System Study in the amount of \$110,677 and a 5% contingency for a total amount of \$136,211.

11) Request Commission approval to close out the Ferric Chloride Feed System Rehabilitation contract and issue final payment to J.F. Ahern Co.

W. Angoli reported the project has been completed and ready to close out. He stated with the new system ferric chloride can be added at various locations. He stated the total project amount was \$742,585.

Motion #10-072

It was moved by Zabel, seconded by Scheberle, and unanimously agreed to approve close out of the Ferric Chloride Feed System Rehabilitation contract and issue final payment to J.F. Ahern Co. in the amount of \$24,600.95.

12) Request Commission approval to award the Administration Building roof replacement project to Northern Metal & Roofing Co., Inc.

GREEN BAY METROPOLITAN SEWERAGE DISTRICT

07/26/10

Cont'd

PROCEEDINGS OF THE COMMISSION

M. Erschnig reported the Administration Building roof is 20 years old. He stated the roof will be replaced with a multiply layer roof. He stated the total project cost is \$541,800, which includes a 5% contingency fee.

Motion #10-073

It was moved by Zabel, seconded by Scheberle, and unanimously agreed to award the Administration Building roof replacement project to Northern Metal & Roofing Co., Inc. in the amount of \$516,000 and a 5% contingency for a total amount of \$541,800.

13) Sewer plan approval:

a) Village of Howard 10002; GBMSD Request 2010-13

P. McCarthy reported the Village of Howard is requesting a small extension of 400 ft. of 8-inch sewer near Taylor Creek.

Motion #10-074

It was moved by Zabel, seconded by Scheberle, and unanimously agreed to approve the Village of Village of Howard sewer plan subject to favorable approval recommendations from Brown County Planning and final approval by the Wisconsin Department of Natural Resources (WDNR).

14) Update of projects:

a) Consolidation Projects – Treatment plants construction phase

b) Air program update

J. Kennedy reported a closeout letter concerning the letter of noncompliance from the DNR has not arrived yet.

15) Operation report:

a) Effluent quality for June

D. Busch reported both facilities were in full compliance with effluent limits for June. He stated the Green Bay Facility (GBF) effluent averaged .30 mg/L phosphorus and the De Pere Facility averaged .11 mg/L phosphorus and 1.1 mg/L TSS for the month. He stated the De Pere staff has done a great job producing high quality effluent during the construction project.

b) Air quality for June

GREEN BAY METROPOLITAN SEWERAGE DISTRICT

07/26/10

Cont'd

PROCEEDINGS OF THE COMMISSION

D. Busch reported the GBF was in full compliance with air quality limits and guidelines for June. He stated the GBF is averaging about 50% of the monthly allowable carbon monoxide emissions.

T. Sigmund stated staff has done a great job managing the higher flows while encountering some equipment breakdown. He stated future lime addition will help with clinker formations in the incinerators.

16) Executive Director's report:

a) August Commission meeting

A special Commission meeting is scheduled for August 12 at 12:30 p.m. regarding the appeal of significant noncompliance by Fourinox, Inc. The next regular Commission meeting is scheduled for August 23 at 8:30 a.m.

b) Solids management update

Staff is working with CH2M Hill to finish the Facilities Plan. Staff has discussed with the Cities of Appleton and Neenah Menasha regarding GBMSD processing their biosolids. Currently Appleton is paying \$20/wet ton and GBMSD's cost may be approximately \$30/wet ton. Neenah Menasha is terminating its current process and its decision may be based on cost.

c) Phosphorus rules and TMDL update

The Legislative Environment Committee will be holding a hearing on NR 217 on Wednesday. The Agriculture Committee will have a meeting this week on NR 151. GBMSD is not planning to speak, but the Municipal Environmental Group will provide comments. The Commission was asked for its input on the draft TMDL letter that will be submitted to the DNR today.

d) Summary of NACWA meeting

Commissioners Hasselblad and Scheberle and T. Sigmund attended the NACWA Conference. Sessions focused on infrastructure sustainability and reuse of water. As GBMSD moves forward with its Strategic Plan, marketing and name change should be considered.

e) 2009 Annual Report

GREEN BAY METROPOLITAN SEWERAGE DISTRICT

07/26/10

Cont'd

PROCEEDINGS OF THE COMMISSION

A copy of the 2009 Annual Report was included in the Commission packet.

- 17) Convene in closed session under State Statute 19.85 (1) (g) for the purpose of conferring with legal counsel for the Commission who is rendering oral or written advice concerning strategy to be adopted by the Commission with respect to litigation in which it is or is likely to become involved:**
- a) Discussion of possible dispute on Swan Road Interceptor**
 - b) Fox River PCB insurance coverage issues**

Motion #10-075

It was moved by Scheberle, seconded by Zabel, and unanimously agreed to convene in closed session under State Statute 19.85 (1) (g) for the purpose of conferring with legal counsel for the Commission who is rendering oral or written advice concerning strategy to be adopted by the Commission with respect to litigation in which it is or is likely to become involved.

- 18) Reconvene in open session.**

Motion #10-076

It was moved by Zabel, seconded by Scheberle, and unanimously agreed to reconvene in open session.

There being no further business to come before the Commission, the meeting adjourned at 10:28 a.m.

GREEN BAY METROPOLITAN SEWERAGE DISTRICT

Secretary