

GREEN BAY METROPOLITAN SEWERAGE DISTRICT
PROCEEDINGS OF THE COMMISSION

Regular meeting of the Commission held January 26, 2011.

PRESENT: Commissioners Alesch, Hasselblad, Mainz, Scheberle, and Blumreich

ALSO PRESENT: T. Sigmund, D. Busch, P. Kaster, P. McCarthy, M. Diaz, W. Angoli, M. Pierner, N. Qualls, B. Bartel, L. Evenson, A. Eichhorst, J. Becken, B. Vander Loop, J. Kennedy, J. Czapinski, J. Christ, D. Cawley, M. Erschnig, J. Van Sistine, J. Nicks–Legal Counsel; C. Berndt–Village of Allouez; R. Kopish–Chamber of Commerce; G. Archambault and R. Knoll–Fox River Fiber; E. Rakers–City of De Pere

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

1) Welcome new Commissioner, James Blumreich.

Commissioner Alesch welcomed James Blumreich to the Commission.

2) Administer Oath of Office.

Commissioner Blumreich took the Oath of Office.

3) Approval of minutes of Commission meeting held December 14, 2010.

Motion #11-001

It was moved by Mainz, seconded by Hasselblad, and unanimously agreed to approve the December 14, 2010 minutes as amended.

4) Preliminary December financials.

M. Diaz reported operating revenues for 2010 were 2% below budget. Operating expenses for 2010 were favorable to budget by \$1,800,000 or 9.2% due to lower costs for strategic initiatives, contracted services, and chemicals.

Commissioner Hasselblad asked if some of these projects did not proceed as intended. M. Diaz responded yes.

M. Diaz reported a net loss for December of \$480,000 resulting from operating revenues and non-operating revenues and expenses.

5) Introduce new employees:

a) Aaron Eichhorst, Treatment Operator-in-Training

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B. Bartel introduced Aaron Eichhorst. He stated Mr. Eichhorst graduated from Fox Valley Tech and was a limited term employee at the De Pere Facility. He is currently working at the De Pere Facility and will move to the Green Bay Facility in February for training.

A. Eichhorst stated that he graduated from Fox Valley Tech in 2009 with an Associates Degree in Natural Resources. He stated that he worked at the De Pere Facility from November 2009 to October 2010 as a limited term employee. He stated that he is grateful and fortunate to be selected for the Operator-in-Training position.

b) Jacob Becken, Treatment Operator-in-Training

B. Bartel stated Jacob Becken was a summer intern at the Green Bay Metropolitan Sewerage District (GBMSD). He stated Mr. Becken will receive training at both the De Pere and Green Bay Facilities.

J. Becken stated that he recently graduated in December 2010 from the University of Wisconsin-Stevens Point with a Bachelor of Science Degree majoring in Soil and Waste Resource Management with a minor in Soil Science. He stated that he interned at GBMSD as well as at the Clintonville Wastewater Department. He stated that he is extremely excited and thankful for this opportunity.

The Commission welcomed both of them.

6) Request Commission approval to enter into a Lease agreement between the United States Coast Guard and the Green Bay Metropolitan Sewerage District.

P. Kaster stated there has been a couple of developments and would like to bring this agenda item back to the Commission in February.

7) Request Commission approval to fill a half-time Communications and Education Specialist position.

L. Evenson stated over the past few years there has been an increased demand in communication, even more important with the Solids Management Plan. She stated the half-time position would allow the Communications and Education Coordinator to focus on communication with GBMSD customers. The specialist would provide assistance with internal and external communication associated with the internal and external websites and education outreach programs.

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Commissioner Hasselblad stated this person should also be included in the Strategic Planning meetings.

Commissioner Scheberle suggested modifying the qualifications to include environmental graduates or include related fields.

Motion #11-002

It was moved by Hasselblad, seconded by Scheberle, and unanimously agreed to approve a half-time Communications and Education Specialist position and modify the organization chart. (See Commission File #11-001 for the revised organization chart.)

8) Presentation of Solids Management Plan design consultant selection process.

P. McCarthy stated no Commission action is required. He reviewed the general criteria required of an engineering design firm for this project. He stated five of the top ten wastewater consultants ranked by the Engineering News Record are interested in this project. GBMSD's policy is to send a request for proposal to any firm that requests one. He stated GBMSD's approach will be in general conformance with Qualifications Based Selection except the cost of engineering services will be included as an attribute in the analysis. The selection team will consist of engineering and operations personnel and additional staff as we see the need. The Executive Director will oversee the process.

Commissioner Alesch asked if value engineering is built into the process. P. McCarthy replied yes.

Commissioner Mainz asked what the requirement is for taking the lowest bid. P. McCarthy stated the selection team will decide on the attributes to be considered and apply weighting factors. Each team member will score the attributes. The total composite score will determine the selection. Cost will be weighted in the range of 30 to 35 percent.

J. Nicks from Godfrey & Kahn stated there are no requirements to bid engineering services. He stated it is GBMSD's choice. He stated bidding on construction contracts is not to protect the interest of the contractor, but to protect the public and the sewerage district.

Commissioner Hasselblad stated that a clean process to evaluate cost separately from the other attributes is appropriate.

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Commissioner Mainz stated that after the design consultant is selected, GBMSD might hire a consultant to review the selection process. He stated it could prove to be valuable, especially if consulting firms partner up.

The Commission encouraged staff to continue along this path.

- 9) **Request Commission approval to increase the contingency amount for the Raw Wastewater Pump Station Bar Screen Replacement Project, contract 2009-010.**
- 10) **Request Commission approval to increase the contingency amount for the North Basin Complex Gate Replacement Project, contract 2009-011.**

N. Qualls stated agenda items 9 & 10 are concurrent projects with the same engineering firm and contractor. He reported that multiple wet weather events impacted both projects. He stated clean up and lining repairs caused additional costs of approximately \$20,000 - \$22,000 per project.

Commissioner Alesch asked what damages were caused by the rain. N. Qualls replied unit processes had to be restarted, the wet well isolation gate removed, channel liner failed and was repaired, and then the equipment had to be re-cleaned in order to complete the project.

T. Sigmund stated the project work was scheduled during times of the year that has historically fewer rain events. He stated half of the pump station was shut down for the project work, but it could not keep up with the high influent flow.

N. Qualls discussed other contingency work and stated the Commission previously approved a change order for work originally scheduled under the RAS/WAS project to be completed under the North Basin Complex Gate Replacement Project due to scheduling considerations. He reported that concrete rehab was necessary because existing gate concrete was dangerously close to failure.

Commissioner Blumreich suggested that staff include information as to why the contingency is not enough in the Commission memos.

Motion #11-003

It was moved by Hasselblad, seconded by Blumreich, and unanimously agreed to table agenda item #9 and increase the contingency amount for the North Basin Complex Gate Replacement Project, contract 2009-011 in the amount of \$22,324.00.

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11) Sewer plan approval:

a) Village of Howard 10022; GBMSD Request 2011-01

M. Pierner reported the Village of Howard is requesting approval to move a sewer to accommodate the highway expansion at the intersection of Highway 29 and Packerland Drive. He reported the sewer will hook up to a new manhole to be built to connect to the Duck Creek Interceptor. He stated Brown County Planning has approved the sewer plan.

Motion #11-004

It was moved by Mainz, seconded by Scheberle, and unanimously agreed to approve the Village of Howard 10022 sewer plan subject to final approval by the Wisconsin Department of Natural Resources (DNR).

12) Update of projects:

a) Consolidation Projects – Treatment plants construction phase

W. Angoli reported the painting subcontractor has been replaced by the Selmer Company.

b) Ninth Street and Ashwaubenon Creek Interceptor Rehabilitation – Phase 2

M. Pierner stated staff is working towards closeout of this project. He stated GBMSD will recover costs from the contractor because it didn't adequately capture material from the interceptor that got into the De Pere Facility.

M. Pierner explained the contract amount retainage percentages in response to questions from Commissioner Blumreich.

c) Beaver Dam Creek Interceptor Relocation - Phase 1 work for Highway 41 expansion

M. Pierner reported there are two outstanding easements and the condemnation process is underway for both.

- d) Raw Wastewater Pump Station Bar Screen Replacement**
- e) Pump Station Monitoring & Control Improvements**
- f) WAS Thickening Monitoring & Control Improvements**
- g) North Basin Complex Gate Replacement**
- h) Electrical Generation Facility**
- i) Sludge Loading and Chemical Addition System**

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13) Operation report:

a) Effluent quality for December

D. Busch reported both facilities were in full compliance with all effluent limits for December. He stated the Green Bay and De Pere Facilities were in complete compliance with all effluent limits for 2010. He stated this marks the eight consecutive year of 100% compliance for the Green Bay Facility and the third consecutive year for the De Pere Facility.

D. Busch reported the total suspended solids effluent average for December was higher than normal due to failure of the welds on the return activated sludge inlet pipe in final clarifier #4. He stated two other clarifiers have been welded and the remaining clarifiers will be inspected as the weather allows.

b) Air quality for December

D. Busch reported the Green Bay Facility was in compliance with air quality limits and guidelines for December.

14) Executive Director's report:

a) February Commission meeting

The next meeting is scheduled for February 23 beginning at 8:30 a.m.

b) 2010 year in review

Goals for 2010 were enhance sustainability at GBMSD, leverage GBMSD assets and staff to cost-effectively provide services, implement watershed based planning, and manage assets using a risk-based approach. Progress has been made on the following:

- Selected consultant for risk-based asset management support contract.
- Completed development of solids management plan and submitted to the DNR for review.
- Conducted a third external and internal solids management plan stakeholder advisory committee meeting.
- Hired a new Accounting Manager and revised accounting procedures.
- Completed sustainability study.
- Completed the De Pere consolidation project.
- Active with other municipalities and the DNR to manage phosphorus.

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- Working with DNR stakeholder committee to develop guidance for water quality trading.
- Staff has developed a 20-year capital improvement plan.

c) Strategic investments

Discussion included in 14b.

d) Customer meetings on rate and Solids Management Plan

Distributed information on GBMSD's communication activities related to GBMSD's budget and Solids Management Plan. A public informational meeting is scheduled tomorrow on the Solids Management Plan.

e) Public hearing on Solids Management Plan

Four public informational meetings on the Solids Management Plan have been scheduled. Staff has offered to the Chamber of Commerce to conduct presentations to industries or meet with industrial customers directly on the Solids Management Plan.

Commissioner Scheberle stated staff has worked very hard this year and everything is moving forward. Staff has communicated the work being done and the budget increase and commended staff for their efforts.

15) 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, and under 19.85 (1) (c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility:

- a) Fox River PCB sediment issues**
- b) Fox River PCB insurance settlement**
- c) Status report on Rockland appeal of De Pere annexation**

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Motion #11-005

It was moved by Scheberle, seconded by Hasselblad, 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, and under 19.85 (1) (c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

16) Reconvene in open session.

Motion #11-006

It was moved by Meinz, seconded by Hasselblad, and unanimously agreed to reconvene in open session.

There being no further business to come before the Commission, the meeting adjourned at 10:50 a.m.

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Secretary