

GREEN BAY METROPOLITAN SEWERAGE DISTRICT
PROCEEDINGS OF THE COMMISSION

Regular meeting of the Commission held April 27, 2012.

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

ALSO PRESENT: P. McCarthy, P. Kaster, M. Pierner, W. Angoli, B. Bartel, L. Evenson, W. Oldenburg, H. Beyer, J. Czynski, B. Vander Loop, J. Christ, M. Erschnig, N. Qualls, J. Van Sistine, J. Nicks–Legal Counsel; M. Heckenlaible–City of Green Bay; E. Rakers–City of De Pere

Commission President Alesch called the meeting to order at 11:55 a.m.

1) Approval of minutes of Commission meeting held March 28, 2012.

Motion #12-022

It was moved by Mainz, seconded by Blumreich, and unanimously agreed to approve the March 28, 2012 minutes as distributed.

2) March financials.

P. Kaster reported total operating revenues for March were unfavorable to budget by \$224,000 and the first quarter operating revenues were 7.7% unfavorable to budget. He reported operating expenses were favorable to budget for March by 24.2% or \$443,000. The first quarter operating expenses were \$825,000 favorable to budget due to projects not yet started, less electrical power usage, decreased use of natural gas and fuel oil, and no solid waste disposal.

Commissioner Hasselblad asked about strategic initiatives. P. Kaster replied strategic initiatives have been started, but not yet billed.

Commissioner Alesch asked what the budget impact is from less precipitation and BOD. P. Kaster replied reductions in all five parameters have affected the budget negatively by 8.9% year to date. He stated less precipitation has also affected the budget negatively.

Commissioner Mainz asked about flow. P. Kaster replied flow is down 4% for the quarter and BOD is down 20%. Commissioner Mainz asked if the 4% includes less precipitation. P. Kaster replied yes. He stated the Billing Committee has been in contact with GBMSD customers regarding these issues.

3) Capital assets.

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P. Kaster reported Clifton Gunderson recently completed the 2011 financial audit. He stated GBMSD should receive a copy of the audit by early May. He stated during the 2010 audit, Clifton Gunderson discussed with GBMSD staff some discrepancies in the database and fixed assets. He stated GBMSD has undergone a means of looking at its assets, and adding and disposing of assets according to the database. He stated GBMSD put together an action plan and implemented a correction plan, and the adjustments should be completed by the 2012 audit. He stated there were many unknowns with the previous audit, and Clifton Gunderson helped GBMSD staff determine what was happening. He stated GBMSD will be moving forward in 2012 with annual inventory of assets.

Commissioner Mainz asked about accuracy. P. Kaster replied GBMSD has a better policy and procedures in place. Commissioner Mainz asked about the De Pere Facility (DPF). P. Kaster replied the DPF was part of this process. He stated CH2M Hill helped with the initial assessment of the DPF and GBMSD staff completed the assessment. He stated the DPF should be up to date with the 2012 audit as well.

4) Introduce new Lab Analyst I, Heidi Beyer.

P. McCarthy introduced Heidi Beyer. He stated Ms. Beyer graduated from the University of Wisconsin – Stevens Point with a major in water chemistry, and has six years of experience.

H. Beyer stated that she is originally from Marinette, moved to Texas for four years, and is currently living in De Pere.

Commissioner Alesch asked what her experience is. H. Beyer replied that she has worked in various types of labs from food to the oil and gas industries. She has worked in the microbiology, organic chemistry, and inorganic chemistry fields. She stated that she is excited to be here.

The Commission welcomed her.

5) Request Commission approval of a Staff Engineer position.

W. Angoli stated GBMSD is looking to hire a staff engineer to assist on the R2E2 Project. He stated this is a budgeted position and the base salary will be part of the project force account under the Clean Water Fund Program. He stated staff would like to have the staff engineer on board at the beginning of the project.

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Commissioner Hasselblad asked what type of search GBMSD will do. J. Christ replied a regional search, which will include national engineering firms.

Commissioner Mainz asked if GBMSD will hire a graduate engineer. W. Angoli replied GBMSD is look for an engineer with a Professional Engineer (P.E.) license. Commissioner Mainz asked if a P.E. license is a requirement. W. Angoli replied yes. He stated GBMSD will be looking for a civil, chemical, mechanical, or environmental engineer.

Commissioner Alesch asked how many applicants staff expects to have. W. Angoli replied when GBMSD hired its last engineer, there were 40-50 applicants.

Commissioner Alesch asked what experience GBMSD is looking for in a staff engineer. W. Angoli replied six to eight years of experience in wastewater with design and construction experience.

Commissioner Hasselblad asked if GBMSD will use a headhunter. W. Angoli replied no.

Commissioner Blumreich stated since the position is in the budget, why does it come back to the Commission for approval. Commissioner Alesch replied because the Commission is sensitive to staff additions. Commissioner Blumreich stated that if the position is not filled, then GBMSD would have a surplus in its budget.

Commissioner Tumpach stated the Brown County Board follows the same procedure as GBMSD.

The Commission will discuss this further at budget time.

P. McCarthy stated staff is also requesting modification to the organization chart as part of this approval.

Motion #12-023

It was moved by Hasselblad, seconded by Blumreich, with Tumpach voting nay, to approve a Staff Engineer position and to modify the organization chart. (See Commission File 12-002)

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6) Sewer plan approvals:

- a) **City of De Pere 12-01; GBMSD Request 2012-06**
- b) **City of De Pere 12-01b; GBMSD Request 2012-07**

M. Pierner reported the City of De Pere has two sewer plan requests for replacement of sewers. GBMSD staff recommends approval subject to favorable review by Brown County Planning (BCP) and the Wisconsin Department of Natural Resources (WDNR).

Motion #12-024

It was moved by Mainz, seconded by Hasselblad, and unanimously agreed to approve the City of De Pere 12-01 and 1201b sewer plans subject to favorable review by BCP and final approval by WDNR.

7) Industrial Achievement Awards.

W. Oldenburg stated at the March Commission meeting he introduced the Industrial Achievement Awards Program. He reported 29 of 53 significant industrial users have qualified for an award. He stated an ad will be placed in the Green Bay Press-Gazette recognizing the recipients, a press release will be issued, and the recipients will receive a certificate.

Commissioner Hasselblad commended staff on implementing this program.

W. Oldenburg thanked Paula Olig and Rita Krause for their efforts in putting this program together.

Commissioner Mainz asked who does not receive an award. W. Oldenburg replied at the start of each year every significant industrial user initially qualifies. He stated the industries must meet established criteria, which includes analytical data, permit requirements, meeting deadlines, and has been in operation for an entire calendar year.

Commissioner Mainz asked if the Commission could receive a list of the industries that did not qualify. W. Oldenburg will provide the Commission with a list.

8) Update of projects:

- a) **Resource Recovery and Electrical Energy (R2E2)**

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B. Bartel reported three consulting firms were interviewed last week for the R2E2 Project. He stated the team is currently reviewing the proposals and has not yet reached a decision on which firm to recommend to the Commission. He stated the three firms are: CDM Smith/Strand & Associates, Black & Veatch/Donohue & Associates, and CH2M Hill/AECOM.

Commissioner Alesch asked if there were outside observers. B. Bartel replied yes. He stated the external stakeholders group suggested having one individual from an industry and one from a municipality present for the interviews. The two individuals were present during the interviews and the team had a debriefing with them after the interviews. He stated it worked out well.

Commissioner Mainz asked if staff expected the firms to combine. B. Bartel replied yes, due to the size of the project.

b) Communications and Education update

L. Evenson gave an update on the activities of the Communications and Education Department. She stated GBMSD continues to work with its customers on the Clear Water Reduction Program (CWRP) and the R2E2 Project. She stated GBMSD will put together another external stakeholder committee for the rate methodology project. She stated staff is currently working on a rebranding strategy, which will involve a name change and a new logo. She stated a consultant will be hired to assist with the rebranding strategy and interviews will be scheduled with the Commission and staff.

Commissioner Alesch asked about the Clear Water Reduction Program. He stated GBMSD is not in the business of reducing clear water. P. McCarthy replied it pertains to infiltration and inflow. Commissioner Alesch asked staff to rethink the name.

L. Evenson stated GBMSD's website was revised in November and averages 1,700 hits a month versus 300 hits per month previously. She reported Infinity Technologies, GBMSD's web host and designer, is using GBMSD's website as a model for demonstration. She stated GBMSD is on track to provide 1,200 tours and school talks by the end of the year.

Commissioner Hasselblad asked about GBMSD staff putting together some Edge of the Lake brown bag lunch sessions. L. Evenson stated that she is working with John Kennedy on this.

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Commissioner Hasselblad asked if there is any communication strategy that staff is most concerned about that is not on the schedule but needs to be addressed. L. Evenson replied that GBMSD needs to decide on what type of media to use for the R2E2 Project and what approach to use in notifying residents as well.

9) Operation report:

a) Effluent quality for March

B. Bartel reported both facilities were in full compliance with all effluent limits for the month of March.

b) Air quality for March

B. Bartel reported the Green Bay Facility (GBF) was in compliance with air quality limits for March.

B. Bartel reported disinfection starts May 1. He stated on Tuesday staff started up the GBF equipment and the DPF equipment was started on Thursday. He stated the new backup sodium hypochlorite and sodium bisulfate system at the DPF was tested yesterday and is ready to go.

10) Executive Director's report:

a) May Commission meeting

The May Commission meeting will be held on May 23 beginning at 8:30 a.m.

11) 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) Georgia-Pacific billing issues

b) Legal strategy regarding EPA information request

c) Employment agreement

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Motion #12-025

It was moved by Hasselblad, seconded by Mainz, 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.

12) Reconvene in open session.

Motion #12-026

It was moved by Mainz, 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 1:42 p.m.

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Secretary