

**GREEN BAY METROPOLITAN SEWERAGE DISTRICT**  
**PROCEEDINGS OF THE COMMISSION**

Regular meeting of the Commission held May 18, 2009.

**PRESENT:** Commissioners Alesch, Mainz, Zabel, and Scheberle

**EXCUSED:** Commissioner Hasselblad

**ALSO PRESENT:** T. Sigmund, P. McCarthy, P. Kaster, D. Busch, M. Pierner, W. Angoli, R. Brotski, G. Micksch, T. Woodworth, B. Vander Loop, J. Kennedy, J. Christ, D. Lefebvre, L. Evenson, M. Kersten, D. Cawley, J. Czynski, M. Erschnig, J. Van Sistine, J. Nicks–Legal Counsel; W. Damro–Household Hazardous Waste Facility

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

**1) Approval of minutes of Commission meeting held April 27, 2009.**

**Motion #09-050**

It was moved by Zabel, seconded by Mainz, and unanimously agreed to approve the April 27, 2009 minutes as distributed.

**2) Preliminary April financials.**

T. Woodworth reviewed the preliminary April financials. He reported user fees for municipal customers were \$360,000 under budget. The City of Green Bay has reported a drop in residential water usage of 1,000,000 gallons per day. The Village of Ashwaubenon is seeing a 5 – 10% decrease in water usage.

T. Woodworth reported that GBMSD staff is working with the City of De Pere to resolve a BOD issue. GBMSD has not billed De Pere for BOD for the last few months.

Commissioner Mainz asked about commercial or industrial water usage. T. Woodworth replied usage is categorized by residential/commercial and industrial. He stated industrial water usage seems to be holding steady.

T. Woodworth provided the Commission with information on the annual rate of return on GBMSD's investments and the State of Wisconsin Investment Board investments that the Commission requested last month.

Commissioner Alesch asked staff to include the rate of return of the local government investment pool on the graph.

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#### 3) Lease for the Green Bay Yachting Club.

P. Kaster reported that GBMSD has reached a tentative agreement with the Green Bay Yachting Club (GBYC) and will request approval of the agreement at the June meeting. The agreement is for a 10-year initial term with a renewable lease of six consecutive 5-year term periods. He stated the agreement also includes termination provisions, a boat slip for GBMSD's work boat, and rental terms.

Commissioner Mainz asked how the boat fees charged by the GBYC compare to the South Bay Marina's fees. P. Kaster replied the South Bay Marina charges \$1,800 per season, and the proposed agreement with the GBYC includes the land valued at \$264,000 with 8% land capitalization times \$20,000 per year with a cap of 2.5% annually.

Commissioner Mainz stated that this is a commercial area and are the boat owners aware their boats are at risk for industrial dust.

Commissioner Alesch asked about PCB removal. P. Kaster replied the DNR is including the GBYC in the clean up.

Commissioner Scheberle asked if GBMSD has anticipated use for this land. P. Kaster replied a lease with the GBYC.

#### 4) General Fund Policy Statement.

P. Kaster reviewed the draft General Fund Policy Statement. He stated no action is required at this time.

T. Sigmund stated the policy statement gives staff and the Commission a record as staff and Commission transition.

Commissioner Mainz asked if the State of Wisconsin, Madison Metropolitan Sewerage District, or Milwaukee Metropolitan Sewerage District have these policies. Staff will contact the Madison and Milwaukee Metropolitan Sewerage Districts to find out. Staff will provide the Commission with a list of policies it has approved and policies it should approve.

#### 5) Adopt retirement resolutions:

Commissioner Alesch stated that he is happy for these two gentlemen, but sad to see them go. He then read the two resolutions. The Commission extended its congratulations to Rick Brotski and Gerard Micksch.

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**a) Rick Brotski**

R. Brotski expressed his thanks to everyone that works at GBMSD for the great team we have here. He stated there are two places that he has worked and is proud to have been a part of, and they are the U.S. Marine Corp. and GBMSD. He also thanked Field Services, P. McCarthy, B. Vander Loop, and W. Oldenburg.

**Motion #09-051**

It was moved by Mainz, seconded by Scheberle, and unanimously agreed to adopt the retirement resolution for Rick Brotski. (Resolution #09-005 is on file at the GBMSD offices.)

**b) Gerard Micksch**

G. Micksch stated that it has been a fun 33 years here at GBMSD and if it hadn't been fun, he wouldn't have been here this long. He stated that he is sad to be leaving, but is ready to move forward.

T. Sigmund stated GBMSD will miss both these employees because they are valuable, team players, and living up to their expectations for the new employees will be a challenge.

**Motion #09-052**

It was moved by Scheberle, seconded by Mainz, and unanimously agreed to adopt retirement resolution for Gerard Micksch. (Resolution #09-006 is on file at the GBMSD offices.)

**6) Household Hazardous Waste Facility update.**

W. Damro reported the Household Hazardous Waste Facility (HHWF) collected 710,000 lbs. of material in 2008 and 713,000 lbs. in 2007. He stated presently the HHWF is 10% ahead of last year in collections. He stated the HHWF has seen an increase in electronics, especially televisions. He reported expenses were \$47,000 over budget, and revenues were \$54,000 over budget.

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W. Damro reported two drug collections were conducted last year at Streu's Pharmacy and Shopko, and two million pills/doses were received. He reported in April a drug collection was held at Shopko and 450,000 pills/doses were collected from 110 people. He stated the Sheriff's Department collects medications on Tuesdays and Thursdays. He reported WPS uses one of its facilities to destroy the drugs collected.

**7) Adoption of Facilities Plan Amendment.**

P. McCarthy reported that GBMSD has the potential to receive grant funds for projects through the economic stimulus package. He stated the first step is to submit a Facilities Plan Amendment to the DNR. GBMSD staff will also submit approvable plans and specifications by June 30 and other necessary documentation to ensure consideration of these projects for 50% grant funding. He stated one cent would be added to the user charge rate for every \$140,000 of additional annual cost.

Commissioner Alesch suggested staff draft a policy on guidelines as to when GBMSD projects are bid or not bid.

P. McCarthy stated three out of the six projects are ongoing and are extensions of continuing work.

**Motion #09-053**

It was moved by Mainz, seconded by Scheberle, and unanimously agreed to adopt the Facilities Plan Amendment.

- 8) Request Commission approval for AECOM to provide engineering services for the channel gate replacement at the Green Bay Facility in the amount of \$63,614 and a 5% contingency for a total amount of \$66,795.**
- 9) Request Commission approval for AECOM to provide engineering services for the influent bar screen replacement at the Green Bay Facility in the amount of \$50,031 and a 5% contingency for a total amount of \$52,533.**
- 10) Request Commission approval for CH2M Hill to provide engineering services for the Green Bay Facility sludge loading and chemical addition system in the amount of \$76,100 and a 5% contingency for a total amount of \$79,905.**

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- 11) **Request Commission approval for Donohue & Associates to provide engineering services for the ferric chloride system upgrade at the Green Bay Facility in the amount of \$28,300 and a 5% contingency for a total amount of \$29,715.**

**Motion #09-054**

It was moved by Mainz, seconded by Zabel, and unanimously agreed to authorize AECOM to provide engineering services for the channel gate replacement at the Green Bay Facility in the amount of \$63,614 and a 5% contingency for a total amount of \$66,795; AECOM to provide engineering services for the influent bar screen replacement at the Green Bay Facility in the amount of \$50,031 and a 5% contingency for a total amount of \$52,533; CH2M Hill to provide engineering services for the Green Bay Facility sludge loading and chemical addition system in the amount of \$76,100 and a 5% contingency for a total amount of \$79,905; and Donohue & Associates to provide engineering services for the ferric chloride system upgrade at the Green Bay Facility in the amount of \$28,300 and a 5% contingency for a total amount of \$29,715.

- 12) **Request Commission approval to authorize AECOM to provide engineering services for Meter Station 4 rehabilitation in the amount of \$9,925 and a 5% contingency for a total amount of \$10,421.**

P. McCarthy reported the flume at Meter Station 4 is corroded and leaking. The flume is over 30 years old and the pipe is in zigzag alignment.

**Motion #09-055**

It was moved by Zabel, seconded by Mainz, and unanimously agreed to authorize AECOM to provide engineering services for Meter Station 4 rehabilitation in the amount of \$9,925 and a 5% contingency for a total amount of \$10,421.

- 13) **Request Commission approval to authorize Jason Consultants Group to provide engineering services for Stage 1 of the De Pere siphon condition assessment in the amount of \$39,900 and a 5% contingency for a total amount of \$41,895.**

P. McCarthy reported that hydraulic testing and sonar studies have been completed on the De Pere siphon system; however, the sonar technology was not definitive in locating the siphon pipes. Staff is also unsure on what condition the pipes are in.

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Commissioner Alesch asked if we can get by without using the river crossing. P. McCarthy replied flow from the Town of Ledgeview and East De Pere goes through the river crossing pipe to the De Pere Facility. He stated it would be extremely expensive to divert the flow to the Green Bay Facility.

T. Sigmund stated the De Pere siphon system has only 44% capacity remaining of the original design capacity.

J. Nicks stated that this issue (condition and capacity of the De Pere river crossing) is one of the recognized problems when GBMSD annexed De Pere. GBMSD should have some recourse in collecting some of these expenses from the City of De Pere.

#### **Motion #09-056**

It was moved by Meinz, seconded by Zabel, and unanimously agreed to authorize Jason Consultants Group to provide engineering services for Stage 1 of the De Pere siphon condition assessment in the amount of \$39,900 and a 5% contingency for a total amount of \$41,895.

#### **14) Sewer plan approvals:**

M. Piermer requested Commission approval of the following sewer plans subject to favorable review by the WDNR. Brown County Planning has already reviewed and approved the plans.

##### **a) Village of Hobart 09008; GBMSD Request 2009-11**

The Village of Hobart is requesting 2,400 ft. of 8-inch sewer to serve a planned snow removal equipment facility at Austin Straubel Airport.

##### **b) Village of Bellevue A-09; GBMSD Request 2009-12**

The Village of Bellevue is requesting 1,463 ft. of 8 to 12-inch sewer for residential/commercial use along CTH-GV.

#### **Motion #09-057**

It was moved by Zabel, seconded by Scheberle, and unanimously agreed to approve the Village of Hobart 09008 and Village of Bellevue A-09 sewer plans subject to favorable review by the WDNR.

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**15) Update of projects:**

**a) Consolidation Projects – General**

P. McCarthy reported staff will be submitting to the DNR this week the local limits recalculation report and draft ordinance revisions for review and approval.

P. McCarthy reported that GBMSD and Fox River Fiber continue to coordinate experimentation with different chemicals and dosage levels to maintain sulfide suppression in the Ninth Street/Ashwaubenon Creek interceptor system. Monitoring and mitigation will be ongoing activities throughout the summer as conditions change in the sewers.

The Commission asked if Eco Fibre is open and operating. T. Sigmund replied that Eco Fibre plans to open in the near future with a new process.

**b) Consolidation Projects – Treatment plants construction phase**

**c) Consolidation Projects – Conveyance facilities design and construction phases**

**d) RAS/WAS System Improvements Project**

W. Angoli reported the RAS/WAS System Improvements Project is moving along with no major problems.

**e) Solids Management Facilities Plan**

Staff has finalized the mission, vision, and goals for the Solids Management Facilities Plan.

**16) Operation report:**

**a) Effluent quality for April**

D. Busch reported both facilities have met effluent compliance for April. He reported phosphorus and ammonia levels are back to normal at the Green Bay Facility. He reported JBS Packerland had to bypass its treatment process on Saturday, which put a strain on our treatment process with running two aeration basins due to the RAS/WAS project and it may affect the effluent quality for May.

**b) Air quality for April**

D. Busch reported air quality was in compliance at both facilities for April.

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**17) Legal Counsel report:**

**a) None**

**18) Executive Director's report:**

**a) June Commission meeting**

The June meeting will be held on July 7 beginning at 8:30 a.m.

**b) National Oceanic and Atmospheric Administration**

GBMSD received a letter from the National Oceanic and Atmospheric Administration requesting to establish a temporary water level gauging station on GBMSD property. GBMSD has given permission to do so.

**c) Ordinance update**

Staff has been working with the Green Bay Chamber of Commerce and several local businesses to improve their understanding of specific calculations in the development of local limits. GBMSD is moving forward with submitting draft ordinance revisions to the DNR for review.

**d) Strategic planning process case study**

Distributed a copy of a national document titled, "Effective Water and Wastewater Utility Management Case Studies", which featured GBMSD as one of four case studies.

The Green Bay Press-Gazette printed an article recently on a sewer system overflow by the City of Green Bay. This is not a GBMSD issue. The City of Green Bay reported it to the DNR but should have also reported it to GBMSD.

DNR continues to push for state phosphorus rules. GBMSD staff is working with MEG and others to hopefully develop rules that will have flexibility and allow adequate time to incorporate into the state's regulatory framework.

Commissioner Alesch stated the NACWA Summer Conference will be held July 14 – 17 in Milwaukee.

Distributed a copy of GBMSD's Annual Report.

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- 19) 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) Fox River PCB sediment issues**
  - b) Status report on Rockland appeal of De Pere annexation and Rockland/De Pere border negotiations**
  - c) Fox River PCB insurance coverage issues**
  - d) Air emissions discussion**
  - e) Eco Fibre appeal of Special Order**

**Motion #09-058**

It was moved by Mainz, 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.

- 20) Reconvene in open session.**

**Motion #09-059**

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

There being no further business to come before the Commission, the meeting adjourned at 11:05 a.m.

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Secretary