

GREEN BAY METROPOLITAN SEWERAGE DISTRICT
PROCEEDINGS OF THE COMMISSION

Regular meeting of the Commission held January 23, 2013.

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

ALSO PRESENT: T. Sigmund, P. McCarthy, P. Kaster, B. Hafs, M. Pierner, R. Brown, M. Diaz, J. Klingbeil, J. Christ, B. Bartel, J. Czypinski, J. Kennedy, M. Urbancic, B. Vander Loop, T. Garrison, J. Van Sistine, J. Nicks–Legal Counsel; M. Heckenlaible–City of Green Bay; D. Alesch

Commission President Hasselblad called the meeting to order at 8:28 a.m.

1) Welcome new Commissioner, Lee Hoffmann.

Commissioner Hasselblad welcomed Commissioner Hoffmann.

T. Sigmund stated Commissioner Hoffmann is Vice President & General Manager of Feeco International and has been involved with GBMSD for four years through the waste transformation project. He stated that he is very pleased to have him on the Commission.

Commissioner Hoffmann stated that he has been employed by Feeco International for the past 38 years. He stated that he is looking forward to serving on the GBMSD Commission.

2) Administer Oath of Office.

Commissioner Hoffmann signed the Oath of Office.

3) Elect Commissioner Hoffmann as Vice President.

Motion #13-001

It was moved by Mainz, seconded by Blumreich, and unanimously agreed to elect Commissioner Hoffmann as Vice President.

4) Adopt service appreciation resolution for Commissioner Alesch.

Commissioner Hasselblad stated former Commissioner Daniel Alesch has served on the GBMSD Commission for 25 years, and 14 years as President. She stated there is no adjective that would do justice in describing Dr. Alesch's work on the Commission. She stated that she has served with two long serving Presidents, Dr. Jack Day and Dr. Daniel Alesch. She stated that she has learned a tremendous amount about the receiving waters and has gained a better understanding of this industry from them. From all of us, she stated that we could not thank Dr. Alesch enough for what he has meant to this organization. Commissioner Hasselblad read the resolution and presented it to Dr. Alesch.

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Dr. Alesch stated that he has enjoyed working with his fellow Commissioners and GBMSD staff. He stated that he has never worked with a group that is better at what it does. Thank you.

Motion #13-002

It was moved by Mainz, seconded by Blumreich, and unanimously agreed to adopt a service appreciation resolution for Commissioner Alesch. (See Commission Resolution #13-001)

5) Introduce new Director of Environmental Programs, Bill Hafs.

T. Sigmund stated that he is very pleased to have Mr. Hafs as the new Director of Environmental Programs. He stated Mr. Hafs was formerly the Land Conservationist with the Brown County Land and Water Conservation Department.

B. Hafs stated that he was with the Brown County Land and Water Conservation Department for 30 years. He stated that he is looking forward to working at GBMSD, and he has an idea on how to handle some of the challenges ahead.

- 6) 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) Fox River Fiber Complaint with Public Service Commission**
 - c) Review Executive Staff compensation for 2013**

Motion #13-003

It was moved by Blumreich, seconded by Tumpach, and unanimously agreed to convene in closed session under State Statutes 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.

7) Reconvene in open session.

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Motion #13-004

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

8) **Approval of minutes of Commission meeting held December 19, 2012.**

Motion #13-005

It was moved by Mainz, seconded by Blumreich, and unanimously agreed to approve the December 19, 2012 minutes as distributed.

9) **November financials.**

M. Diaz stated the November financials were emailed to the Commission on December 20.

Commissioner Hasselblad asked if the (\$129,000) for maintenance - plant is due to aging infrastructure. M. Diaz replied yes.

Commissioner Hasselblad stated Ms. Diaz has done a yeoman's job on the income statement, graphs, and legends provided monthly to the Commission.

Commissioner Mainz asked if the accounting of fixed assets was completed in 2012 or when it will be completed. P. Kaster replied staff is significantly further along than anticipated, and it should be completed in early 2013.

10) **Adopt retirement resolution for Judi Christ.**

Commissioner Hasselblad stated Ms. Christ's professionalism and leadership has made the Commission comfortable. She read the retirement resolution and presented it to Ms. Christ.

J. Christ stated that it has been a privilege working at GBMSD and she has enjoyed it.

T. Sigmund stated the quality of staff you see at GBMSD is a reflection of Ms. Christ's efforts to recruit and hire well. Ms. Christ puts together a team that interviews all candidates and if the candidate is not right, the process continues until the right person is found. He stated Ms. Christ also navigates through insurance issues and health care.

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Motion #13-006

It was moved by Blumreich, seconded by Mainz, and unanimously agreed to adopt retirement resolution for Judi Christ. (See Commission Resolution #13-002)

11) GBMSD's safety statistics update.

J. Klingbeil stated back in November the Commission asked staff to provide a metric or a five-year scan of GBMSD's recordables. He reported the total recordable industry average is 4.96 and GBMSD is 56% lower than the average at 2.31. He reported GBMSD has received returns on its workers' compensation premium in the amount of \$97,000 over the last three years. He stated last year GBMSD implemented mandatory monthly safety training to all staff. The training is to increase employees' awareness to safety and to reduce risk to the organization. He stated near-misses are also communicated to staff. He stated GBMSD achieved 100% attendance of safety training by employees.

Commissioner Hasselblad stated that she appreciates the report and would like to have an annual update on safety statistics. She asked what a near-miss is. J. Klingbeil replied a near-miss is a situation where an injury or property damage could have occurred, but didn't.

Commissioner Hasselblad stated recordable incidents represent human lives and focus is absolutely critical.

Commissioner Blumreich asked staff to report to the Commission on any lost time accidents.

12) Sewer plan approvals:

- a) Village of Howard Project 11006; GBMSD Request 2013-01
- b) Village of Howard Project 12016; GBMSD Request 2013-02

M. Pierner requested Commission approval of two sewer plans. He stated sewer extensions require GBMSD's approval to confirm that GBMSD pipes and treatment plants can handle the projected flow and to verify that the area to be served is located within GBMSD annexed limits. The sewer plans are also reviewed with the regional planning commission staff to ensure that the plans are in conformance with local and regional planning programs and that environmentally sensitive areas are properly identified with proper measures identified that will protect these areas. GBMSD then submits its approval along with the regional planning commission review comments to the Wisconsin Department of Natural Resources (WDNR) for final approval.

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Motion #13-007

It was moved by Mainz, seconded by Blumreich, and unanimously agreed to approve the Village of Howard Projects 11006 and 12016 sewer plans subject to favorable review by BCP and final approval by WDNR.

13) **Request Commission approval to name the NEW Water Training Center.**

T. Sigmund stated in honor of Commissioner Alesch's 25 years of exemplary service to GBMSD and the community, staff is recommending naming this training center the Daniel J. Alesch Training Center. He stated a plaque would be displayed and a reception held in April.

Commissioner Hasselblad stated Dr. Alesch has done a lot of thinking and has provided a great deal of leadership in this room. She stated where GBMSD is today and who it is today, is a great measure of the leadership provided by Dr. Jack Day and Dr. Daniel Alesch that will never be repeated.

Motion #13-008

It was moved by Blumreich, seconded by Hoffmann, and unanimously agreed to name the NEW Water Training Center the Daniel J. Alesch Training Center.

14) **Update of projects:**

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

Commissioner Hasselblad asked about the piston press. B. Bartel replied the piston press is newer dewatering technology and centrifuges are being considered also. He stated the piston press would allow the new incinerator to burn autogenously, and a disk dryer is needed with the centrifuge to burn autogenously.

b) **De Pere Facility East Service Area Interceptor Rehabilitation**

M. Pierner reported the De Pere Facility East Service Area Interceptor Rehabilitation Project is substantially complete.

c) **West Tower Drive Interceptor Relocation**

M. Pierner reported installation work continues of 60-inch and 66-inch sewer piper near Velp Avenue and Memorial Drive. He reported directional boring under Highway 41 continues.

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d) HVAC & Lab Upgrades

R. Brown reported the HVAC Project is on schedule and within budget. To date, the project is at 50% completion. He stated the lab upgrades are scheduled to be completed by March 1. He stated the air handling equipment should be delivered by February 1.

15) Operation report:

a) Effluent quality for December

B. Bartel reported both facilities were in full compliance with effluent quality limits for December.

b) Air quality for December

B. Bartel reported the Green Bay Facility was in compliance with air quality limits for December. He stated there were three events that resulted in a deviation notification submittal to the WDNR. He stated a plugged sensing line triggered positive draft detection within the furnace causing the emergency bypass damper to open. Staff cleaned out the sensing line and insertion port. He reported a faulty timer relay resulted in a lost furnace purge permissive causing the auxiliary fuel burners to shut down. The faulty timer relay was replaced.

Commissioner Hasselblad asked staff to include what staff has learned from the events and future mitigation to the report. B. Bartel replied that staff completes a root cause or plan-do-check-act and will include that information in the Commission memos.

16) Executive Director's report:

a) February Commission meeting

The February Commission meeting will be held February 25, 2013 beginning at 8:30 a.m.

b) GBMSD 2012 accomplishments

c) NEW Water 2013 goals

The GBMSD 2012 accomplishments and NEW Water 2013 goals were emailed to the Commission.

d) Update on rate methodology

Red Oak Consulting will schedule a meeting in late February with the Stakeholder Advisory Group to present the proposed rates.

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e) **Rebranding update**

GBMSD rolled out its new brand, NEW Water, in January. In general, reception of the new brand has been very positive.

A meeting will be scheduled in March on electrical generation and distribution.

Meetings will be scheduled in May on a strategic plan update and benefits.

There being no further business to come before the Commission, the meeting adjourned at 10:40 a.m.

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Secretary