

# GREEN BAY METROPOLITAN SEWERAGE DISTRICT

## PROCEEDINGS OF THE COMMISSION

Regular meeting of the Commission held via Zoom videoconference on August 25, 2021.

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

**ALSO PRESENT:** T. Sigmund, P. Wescott, B. Vander Loop, J. Smudde, T. Brown, B. Bartel, B. Weller-Titus, B. Angoli, A. Butry, E. Houghton, P. Smits, S. Thieszen, J. Cypinski, B. Oldenburg, T. Garrison, J. Van Sistine, R. Krause, J. Smies–Legal Counsel; M. Steppe J. Klaus, & L. Plager–Nicolet National Bank; M. Heckenliab–City of Green Bay; A. Kaker–Village of Suamico

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

### 1) **Safety moment.**

T. Sigmund provided tips on eye safety.

### 2) **Nicolet National Bank investment update.**

B. Vander Loop introduced Mike Steppe from Nicolet National Bank.

M. Steppe from Nicolet National Bank provided an economic projection based on current trends and performance. The Delta variant and ongoing COVID-19 pandemic still remain the primary risks to the economy. He provided a presentation titled *Investment Portfolio Summary*, which included:

- NEW Water Reserve Balances
- Performance of Each Reserve
- Portfolio Holdings Within Each Reserve

The Commission thanked him for his presentation.

### 3) **2022 Budget workshop.**

T. Sigmund presented the draft 2022 Budget as follows:

- Protecting Our Most Valuable Resource, Water
- 2021 Budget Update (through July)
- Proposed 2022 Budget
- Flows & Loads
- 2022 Proposed Expenses
- 2022 O&M Expenses
- 2022 O&M Expense Distribution
- 2022 Salaries & Benefits

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- 2022 Contracted Services
- 2022 Major Capital Projects
- 2022 Annual Capital
- Proposed Long-Term Capital Projects
- Capital Projects for 2023 – 2026
- 2022 Revenue
- 2022 Revenue Sources
- Municipal Rate Comparison
- 2021 Budget Summary
- Next Steps

Commissioner Hasselblad asked about the cost of chemicals and if the increase was due to phosphorus reduction. T. Sigmund replied that some chemicals are used for phosphorus and some of the cost is for the Resource Recovery and Electrical Energy (R2E2) Project final reconciliation of assets.

Commissioner Hasselblad questioned the projected 2022 salaries and benefits costs. T. Brown replied that 2022 quarter four has additional wages due to an anticipated retirement.

Commissioner Hasselblad asked how much Infiltration and Inflow (I&I) costs. T. Sigmund replied that staff will get back to the Commission once a cost is determined. He stated staff is working with a consultant to try and determine a cost.

Commissioner Blumreich asked if an I&I plan is available for review. T. Sigmund replied no, that the plan is not finalized by the consultant yet. He stated the consultant provided options and staff is working with municipalities on which options will be most effective.

Commissioner Mainz questioned which sources were responsible for phosphorus loadings. T. Sigmund replied that typically phosphorus is due to industries using phosphorus-based cleaning products. These cleaning products are used commonly in meat processing industries. S. Thieszen added that NEW Water staff work with these industries to reduce their phosphorus use to meet phosphorus limits. Commissioner Mainz asked NEW Water staff to notify industries that may see a significant increase in their rates due to the anticipated 2022 phosphorus rate.

Commissioner Tumpach stated that due to the \$1.2M reserve for future projects, it could result in a 3% increase in some municipal fees. He asked staff to get feedback from municipalities and industries for their comfort level with these anticipated changes. T. Sigmund stated that anticipated revenues required from municipalities vary with some seeing higher rates and some seeing reduced rates.

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T. Sigmund stated NEW Water is projecting an increase in discharge in 2022 over 2021 from some municipalities. He stated the Village of Hobart will see an increase to account for growth in flows and loads. He stated the Village of Suamico will not see an increase in 2022 compared to 2021 due to budgeted 2021 flows and loads being greater than actual.

B. Vander Loop stated that a different approach was taken this year in which staff met with each customer to determine units in the budget and to make sure that each customer had a good understanding of these units.

Commissioner Hasselblad thanked staff for the draft 2022 budget and presentation.

- 4) **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) **Litigation involving Bayview Interceptor**
  - b) **Potential litigation resulting from the failure of the granulated activated carbon system of the fluidized bed incinerator**
  - c) **Potential litigation resulting from wastewater spillage during construction of the Dutchman Creek Interceptor stream crossings**

#### **Motion #21-055**

It was moved by Blumreich, seconded by Tumpach, 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.

- 5) **Reconvene in open session.**

#### **Motion #21-056**

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

- 6) **Approval of minutes of Commission meeting held July 28, 2021.**

#### **Motion #21-057**

It was moved by Blumreich, seconded by Meinz, and unanimously agreed to approve the July 28, 2021 minutes as distributed.

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#### 7) July financials.

B. Weller-Titus reported the operating revenues for July were favorable to budget by \$324K or 10% from additional volume due to higher precipitation and additional biochemical oxygen demand (BOD) loadings due to Sustana Fiber's pretreatment system being down. Year to date, total operating revenues were favorable to budget by \$73K or 0.28% from additional BOD loadings due to Sustana Fiber's pretreatment system being down and additional septage revenue from a cheese manufacturer. These revenues were offset by less volume due to lower precipitation and Green Bay Packaging less loadings due to timing of startup.

B. Weller-Titus reported the operating expenses for July were unfavorable to budget by (\$460K) or (27%) from more expenditures than budgeted in plant maintenance, chemicals, and power. Year to date, total operating expenses were favorable to budget by \$1M or 7% due to less expenditures in contracted services, power, and benefits. Net loss for the month of July was (\$71K). Net income year to date was \$3M.

#### 8) Sewer plan approval:

- a) Village of Howard Project #21004; GBMSD Request #2021-20
- b) City of De Pere 2021 Sanitary Sewer Extension Amendment; GBMSD Request #2021-21
- c) Village of Pulaski – Contract No. 0295-21-02; GBMSD Request #2021-22

B. Angoli reported the Village of Howard, City of De Pere, and Village of Pulaski have submitted requests for approval of sanitary sewer plans. Staff recommends approval of the plans.

#### **Motion #21-058**

It was moved by Hoffmann, seconded by Blumreich, and unanimously agreed to approve the Village of Howard, City of De Pere, and Village of Pulaski sewer plans subject to favorable approval recommendations from Brown County Planning and final approval by the Wisconsin Department of Natural Resources.

#### 9) 2020 safety statistics.

A. Butry provided a Safety Program update, which included:

- Job Safety Analysis
- Site Security Upgrades
- 911 Procedure Update
- Thermal Oil System Safety Audit
- Functional Exercise
- Exercise Details

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- Brown County Emergency Management TTX – July 29, 2021
- Exercise Details
- COVID-19
- 2020 Safety Statistics

Commissioner Blumreich questioned if staff had a way to notify media, staff, and potentially family members in the event of a disaster. A. Butry replied yes, NEW Water has a plan in place.

Commissioner Hasselblad asked if there is a way to see multiple near misses in the same area to address the issue. A. Butry replied yes, NEW Water recently installed a new software system that will track near misses and if there are any trends in the same area, they can be investigated and addressed.

The Commission thanked him for his presentation.

#### 10) **Commission meeting organization and content.**

T. Sigmund stated that based off of previous conversations with some Commission members, he questioned if the amount of information provided to the Board of Commission on a monthly basis was sufficient.

The Commission discussed the amount of information provided and agreed that the amount of information was sufficient and affirmed that the Executive Director is the final decision maker in what information is provided to the Commission, as well as the amount of staff invited to the meetings.

T. Sigmund questioned if the current agenda items and layout were sufficient and conducive for an efficient board meeting. The Commission decided that the current priority of certain agenda items made it less efficient for staff and visitors, which hindered the flow of the meeting. The Commission agreed to move the standing Closed Session agenda item to the beginning of the agenda. T. Sigmund stated that future agendas will be updated to the new format.

Commissioner Hasselblad stated after a few monthly meetings, the new layout will be reviewed for effectiveness.

#### 11) **Update of projects:**

##### a) **Effluent Reuse Pump Station and Force Main**

B. Angoli stated that replacing the original 130 micron strainers with 200 micron strainers has resolved the plugging issue to the ultra-filtration system. System performance testing for the pumping and chlorination systems will be scheduled after start up when the reverse osmosis systems are corrected.

#### 12) **July 2021 Operations report.**

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P. Wescott reported both Green Bay and De Pere Facilities were in full compliance with all effluent limits for the month of July. The De Pere Facility tied performance records for Total Suspended Solids and Carbonaceous Biochemical Oxygen Demand for average daily concentration, average pounds discharged per day, and for total pounds discharged per month. The Green Bay Facility tied performance records for Ammonia for average daily concentration, average pounds discharged per day, and for total pounds discharged per month. The Green Bay Facility was in compliance with air quality limits for the month of July. For resource recovery for the month of July, the solids processing facility generated 1,496 MWH of electricity. Total bio-gas volume recovered was 246,330 CCF; this is 99.3% of the total volume produced.

P. Wescott stated that starting on August 8, 2021, a series of heavy rain events brought several inches of rainfall to the service area. Both facilities and the interceptor system were able to convey, treat, and disinfect all of the additional flows.

#### 13) Executive Director's report:

##### a) September Commission meeting

The September Commission meeting will be held Wednesday, September 22, 2021, beginning at 8:30 a.m. via Zoom videoconference.

##### b) Executive Director approved agreements

T. Sigmund provided a document summarizing the agreements he approved since the last report to the Commission in February 2021.

##### c) NEW Water Policies

T. Sigmund provided a list of NEW Water policies approved by either the Commission or the Executive Director. Policy approval and responsibilities will be discussed at a subsequent Commission meeting.

##### d) COVID-19 update

##### e) STEAM Superheroes Camp

T. Sigmund stated that NEW Water teamed up with the Boys & Girls Club of Greater Green Bay for the 6<sup>th</sup> annual STEAM Superheroes Camp, which was held virtually this year. He hopes these children will be able to bring home the information they learned and inform their families of the importance of water quality.

##### f) Heavy rainfall update

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There being no further business to come before the Commission, the meeting adjourned at 10:44 a.m.

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Secretary