

# GREEN BAY METROPOLITAN SEWERAGE DISTRICT

## PROCEEDINGS OF THE COMMISSION

Regular meeting of the Commission held via Zoom videoconference on May 25, 2022.

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

**ALSO PRESENT:** T. Sigmund, P. Wescott, N. Qualls, B. Vander Loop, E. Tietzen, B. Clausen, P. Smits, B. Angoli, T. Biese, T. Garrison, J. Czypinski, S. Thieszen, E. Houghton, A. Butry, R. Bach, C. Mueller, J. Valenta, J. Smies–Legal Counsel, E. DeKorne–Greater Green Bay Chamber, A. Drewieske--CliftonLarsonAllen, Senator Robert Cowles

**ABSENT:** Commission President Hasselblad

Commission Secretary Blumreich called the meeting to order at 8:30 a.m.

- 1) **Convene in closed session under State Statute 19.85(1)(e) for the purpose of deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session and 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) **Potential transfer of certain interceptor segments pursuant to Section 5.05 of the Sewer Use Ordinance to a municipality.**
  - b) **Litigation involving Bayview Interceptor.**
  - c) **Potential litigation resulting from environmental testing by significant industrial user.**
  - d) **Discussion of negotiation strategy concerning an industrial customer.**

### **Motion #22-031**

It was moved by Mainz, seconded by Hoffmann, and unanimously agreed to convene in closed session under State Statute 19.85(1)(e) for the purpose of deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session and 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.

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

### **Motion #22-032**

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

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- 3) **Consider approval of the Mediated Settlement Agreement and Release for the Bayview Interceptor litigation.**

**Motion #22-033**

It was moved by Mainz, seconded by Hoffmann, and unanimously agreed to approve the Mediated Settlement Agreement and Release and authorize the Executive Director to execute the Mediated Settlement Agreement and Release for the Bayview Interceptor litigation.

- 4) **Safety Moment.**

T. Sigmund provided safety information on recreational boating and life jacket use.

- 5) **Introduce new employees:**

- a) **Emily Tietyen, Human Resources Manager**
- b) **Roni Bach, Administrative Services Supervisor**

T. Sigmund introduced Emily Tietyen; B. Vander Loop introduced Roni Bach. The introductions were followed by a welcome from the Commission.

- 6) **Approval of minutes of Commission meeting held April 20, 2022.**

**Motion #22-034**

It was moved by Mainz, seconded by Tumpach, and unanimously agreed to approve the April 20, 2022 meeting minutes as distributed.

- 7) **Request Commission approval of the Financial Reserve Policy revisions.**

B. Vander Loop stated minor language revisions have been made to the Debt Service, Equipment Replacement Fund, and General Reserve policies, along with revising the General Reserve target from 180 days of working capital to a maximum operating target range of 180 days, with a minimum of 120 days of working capital. B. Vander Loop, T. Sigmund, and B. Clausen have reviewed the changes noted in the memo.

**Motion #22-035**

It was moved by Hoffmann, seconded by Mainz, and unanimously agreed to approve the General Reserve, Interceptor Cost Recovery Reserve, Debt Service Reserve, Equipment Replacement Fund Reserve, Plant Capital Replacement Reserve, and Investment Interest Use Policies.

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#### 8) **Financial Reserve update and request Commission approval of Reserve Fund transfers.**

B. Vander Loop presented a Financial Reserves Update which included:

- NEW Water Reserve Balances
- General Reserve
- Interceptor Cost Recovery (ICR) Reserve
- Debt Service Reserve
- Equipment Replacement Fund (ERF) Reserve
- Plant Capital Replacement (PCR) Reserve
- Future Reserve Considerations

#### **Motion #22-036**

It was moved by Tumpach, seconded by Hoffmann, and unanimously agreed to transfer \$2,923,094 from the Interceptor Cost Recovery Reserve to the General Reserve, and \$6,250,000 from the General Reserve to the Plant Capital Replacement Reserve.

#### 9) **Request Commission approval for additional contingency for the Lift Station Assessment and Facility Planning Project.**

N. Qualls stated during a rainfall event in March 2022, the East Bayshore Lift Station #9 experienced high flows that it was not able to handle. A hauler was called in to assist the lift station, and service was never compromised. NEW Water, the brand of the Green Bay Metropolitan Sewerage District, looked into an interim step to replace the existing pumps with something with a higher capacity until the larger upgrade project is done potentially in 2027.

Strand Associates, Inc. will evaluate near-term improvements and has provided Amendment #1. This amendment provides details about the additional scope and fees, which total an additional \$16,380. NEW Water staff has reviewed this amendment and feels it is important to proceed with this work more quickly than planned to protect customer property.

#### **Motion #22-037**

It was moved by Mainz, seconded by Hoffmann, and unanimously agreed to increase the contingency for the Lift Station Assessment and Facility Planning Project #210017FP by an amount of \$16,380 to be administered under the authority of the Executive Director.

#### 10) **2021 Financial Audit.**

B. Clausen introduced Amber Drewieske from CliftonLarsenAllen. Amber gave a PowerPoint presentation on the 2021 audit as follows:

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- Required Communications
- Summary of Audit Results
- Net Position Composition
- Statement of Revenues, Expenses, Changes in Net Position
- Operating Income & Change in Net Position
- Statement of Cash Flows
- Financial Statement Footnote Disclosures
- Comments and Observations
- New GASB Standards

Commissioner Blumreich requested NEW Water policies be reviewed by the Commission periodically.

#### 11) March & April Financials.

B. Clausen stated March, April, and year to date operating revenues were favorable to budget mainly due to BOD Loadings. March and April expenses were unfavorable for the months, but favorable for year to date. Power and plant maintenance were unfavorable to budget, and are anticipated to remain unfavorable for the year. Contracted services are favorable due to timing. A line item for miscellaneous non-operating expense was added in April, where the EPA penalty from the GAC was expensed.

#### 12) 2021 Safety Statistics Update.

A. Butry gave a safety program update which included:

- Brown County Emergency Management TTX\* - July 29, 2021
- Brown County Emergency Management Functional Exercise
- SCADA/PLC Outage Training
- Confined Space Rescue Training
- Hazardous Waste Program
- 2021 Safety Statistics
- 2023 EMR – 0.67 Provisional

#### 13) Facility Plan Update.

N. Qualls gave a Facility Plan Update which included:

- Facility Plan Outreach Update
- Facility Plan – Comprehensive look at liquids process needs at NEW Water's Green Bay Facility (GBF) and De Pere Facility (DPF)

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- Facility Plan – Reflects the shared values of our stakeholders
- Facility Plan – Main Conclusions
- Financial Assumptions
- Projecting Rate Impacts Based on Revenue Projections
- NEW Water Cost\* for a Typical Household
- Facility Plan: Next Steps

Commissioner Tumpach requested staff revisit the alternatives for the solids management plan that resulted in the R2E2 Project and present them to the Commission.

#### 14) Update of Projects:

##### a) Green Bay Facility TEF Piping Replacement update

N. Qualls stated the testing has been delayed and will be completed next week.

##### b) Green Bay Facility Sodium Bisulfite Storage Expansion

N. Qualls stated overall the project is going well, minus one small issue with the electrical panel that is being resolved.

##### c) Georgia Pacific Expansion/West Fox River Interceptor Relocation

N. Qualls stated NEW Water has received comments back from Georgia Pacific related to the draft agreement, and an updated draft agreement has been returned to Georgia Pacific. AECOM has provided an updated interceptor route which has been reviewed and approved by NEW Water staff.

##### d) De Pere Facility Tertiary Filtration and Service Water Improvements

B. Angoli stated the panels for the filtration system were received and contractor has started wiring control panels for the filtration system. System checkout, startup, and training are scheduled for the following week. Once the system is accepted, demolition of the remaining sand filtration system can begin with system startup at the end of summer.

#### 15) April 2022 Operations Report.

P. Wescott provided an Operations Report. Both facilities were in full compliance with all effluent limits for the month of April. The Green Bay Facility was in compliance with air quality limits for the month of April. The solids processing facility generated 1,444 MWH of electricity. Bio-gas from the digestion process was utilized for the on-site electrical generation. Total bio-gas volume recovered was 225,198 CCF; this is 89.5% of the total volume produced.

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P. Wescott also stated the reissued WPDES permit has been received and is in effect starting April 1, 2022. Several changes were made to the five-year permit including limit reductions for Total Suspended Solids and Ammonia at both facilities. Also included in the new permit is a six-month average Total Phosphorus limit of 0.6 mg/L for each of the facilities. A new disinfection limit for E. coli (*Escherichia coli*) went into effect on May 1, 2022, and the discharge values will be added to the effluent quality reports in the future.

#### 16) Executive Director's Report:

##### a) June Commission Meeting

The next meeting will be held on June 22, 2022, at 8:30 a.m. This meeting will be a hybrid meeting.

##### b) COVID-19 Paid Leave Statistics

A general update was provided in the Commission packet.

##### c) COVID-19 Update

A general update was provided in the Commission packet.

##### d) Long Term Disability Renewal

Changes to the Long Term Disability policy were reviewed. Changes include a monthly maximum benefit increase from \$6,000 to \$10,000 and own occupation period decrease from 60 months to 24 months.

##### e) NACWA

NACWA is holding its Utility Leadership Conference and 52<sup>nd</sup> Annual Meeting in Seattle, WA, from July 24 through July 27, 2022.

##### f) UWGB Girl Scouts Partnership

In April, NEW Water partnered with the University of Wisconsin-Green Bay to help area Girl Scouts earn a "Wonders of Water" badge.

Commissioner Blumreich opened the floor for any guests to speak. Senator Robert Cowles stated he is looking into possible ways he and his staff can assist NEW Water. Eric DeKorne from the Greater Green Bay Chamber stated he wants to stay informed to better assist customers.

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There being no further business to come before the Commission, the meeting adjourned at 10:43 a.m.

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**Secretary**