

# GREEN BAY METROPOLITAN SEWERAGE DISTRICT

## PROCEEDINGS OF THE COMMISSION

Regular meeting of the Commission held via Zoom videoconference on August 23, 2023.

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

**ALSO PRESENT:** T. Sigmund, N. Qualls, B. Clausen, E. Tietyen, J. Smudde, P. Wescott, P. Smits, B. Oldenburg, C. Mueller, B. Angoli, T. Garrison, T. Biese, J. Valenta, B. Thompson, R. Bach, L. Sarau, G. Ashauer, K. Verbeten, E. Houghton, S. Thieszen, A. Butry, J. Smies–Legal Counsel, R. Mach – Mach Engineering, M. Shefchik – Carlson Dettman Consulting, M. Steppe – Nicolet National Bank

Commission President Hasselblad 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) **Litigation involving Bayview Interceptor.**
  - b) **Potential litigation resulting from environmental testing by significant industrial user.**
  - c) **Potential transfer of certain interceptor segments pursuant to Section 5.05 of the Sewer Use Ordinance to a municipality.**
  - d) **Potential litigation concerning air emission testing of the fluidized bed incinerator.**

### **Motion #23-061**

It was moved by Danen seconded by Mainz, 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 #23-062**

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

## GREEN BAY METROPOLITAN SEWERAGE DISTRICT

8/23//23

Cont'd

### PROCEEDINGS OF THE COMMISSION

**3) Safety Moment.**

T. Sigmund provided information on extreme heat.

**4) Approval of minutes of Commission meeting held July 26, 2023.**

**Motion #23-063**

It was moved by Danen, seconded by Blumreich, and unanimously agreed to approve the July 26, 2023 meeting minutes as distributed.

**5) Request Commission approval of Government Lobbying Policy.**

E. Tietyen stated legal counsel made additional revisions to the Government Lobbying Policy to improve clarity based on feedback provided during the July Commission meeting. There were no additional questions or feedback provided from Commission.

**Motion #23-064**

It was moved by Mainz, seconded by Blumreich, and unanimously agreed to approve the Government Lobbying Policy.

**6) Sewer plan approvals:**

**a. Revision to Commission approval of the Village of Pulaski Sewer Plan, GBMSD Request #2023-17.**

L Sarau stated in July, GBMSD Request #2023-17 was approved by Commission contingent upon NEW Water's approval of the annexation of property into the NEW Water service area and Wisconsin Department of Natural Resources (WDNR) approval of the 2040 Brown County Urban Service Area Water Quality Plan. Commission approved the annexation of the property into the NEW Water service area, but the second condition of approval, WDNR approval of the 2040 Brown County Urban Service Area Water Quality Plan (2040 Brown County Plan), has not been met. NEW Water has been working with Brown County Planning Commission to determine an anticipated time frame; however, a firm schedule has not been provided by the WDNR, but developers are ready to move forward with the project. Brown County Planning Commission has requested permission from the WDNR to review the area ahead of the approval of the Brown County Sewage Plan, which has yet to be approved at this time. In attempt to expedite this process, staff is seeking Commission approval to revise the contingency requiring the WDNR approval of the 2040 Brown County Plan for the Village of Pulaski sanitary plan, GBMSD Request #2023-17 be revised to be contingent on staff review. Staff's approval would only be utilized if NEW Water staff and Brown County Planning Commission staff were able to navigate a more expedient site specific approval with the WDNR.

## GREEN BAY METROPOLITAN SEWERAGE DISTRICT

8/23//23

Cont'd

### PROCEEDINGS OF THE COMMISSION

#### Motion #23-065

It was moved by Meinz, seconded by Blumreich, and unanimously agreed to the revise the approval requirements for the village of Pulaski Sewer Plan GBMSD Request #2023-17 from contingent upon approval of the 2040 Brown County Urban Service Area Quality Plan to contingent upon staff review.

#### 7) **Nicolet Bank Investment Update.**

M. Steppe from Nicolet National Bank gave a presentation on Economic Updates and provided the Commission with a summary of NEW Water's Investment Portfolio.

#### 8) **Carlson Dettman Market Adjustment Methodology.**

M. Shefchik from Carlson Dettman provided Commission with information on Compensation Review Methodology.

#### 9) **2024 Budget workshop.**

B. Clausen reviewed the draft 2024 budget as follows:

- 2023 Budget Update (through July)
- Proposed 2024 Budget
- 2024 Proposed Expenses
- 2024 O&M Expenses
- 2024 O&M Expense Distribution
- 2024 Salary & Benefits
- 2024 Contracted Services
- 2024 Major Capital Projects
- 2024 Annual Capital
- Proposed Long-term Capital Projects
- Capital Projects for 2025-2028
- 2024 Revenue
- Municipal Rate Comparison
- 2024 Draft Budget Summary
- Next Steps

A draft 2024 Budget was also provided.

## GREEN BAY METROPOLITAN SEWERAGE DISTRICT

8/23//23

Cont'd

### PROCEEDINGS OF THE COMMISSION

#### 10) Executive Director Approved Policies:

- a. Employee Code of Ethics
- b. Anti-Harassment Policy
- c. Discipline Policy
- d. Donation of Accumulated Leave Policy
- e. Flexible Work Options Policy

E. Tietyen gave an overview of the listed policies that are currently under the authority of the Executive Director.

K. Hasselblad asked about the process of reporting an incident under the Anti-Harassment Policy, and E. Tietyen and T. Sigmund explained the appropriate steps.

T. Mainz asked how we make our contractors abide by the Anti-Harassment Policy and T. Sigmund told the Commission he would provide follow-up at a later Commission meeting.

#### 11) Environmental, Health, and Safety Update.

A. Butry provided Commission with a Health, Safety, and Security update that included:

- Thermal Oil Fire Suppression System – Risk Mitigation
- Confined Space Rescue Training
- Physical Therapy at NEW Water
- Safety Improvement Projects
- Upcoming Safety Projects
- Process/Security Camera Project
- 2022 Safety Statistics
- NEW Water Safety Statistics from 2007-2022

K. Verbeten provided Commission an Environmental Compliance Update that included:

- 2022 NEW Water Current Permits
- 2022 Environmental Reports
- 2022 Environmental Report Listing
- 2022 Stack Test Performance
- Environmental Compliance 2022 Additional Items
- Questions/Comments

## GREEN BAY METROPOLITAN SEWERAGE DISTRICT

8/23//23

Cont'd

### PROCEEDINGS OF THE COMMISSION

#### 12) Update of Projects:

##### a. Quarterly Project Update

N. Qualls provided Commission with a quarterly project update.

##### b. DPF Tertiary Filtration and Service Water Improvements Update.

B. Angoli stated staff is still working with the manufacturer on the north side basins in selection of method for cleaning filter media. The cleaning of media will begin once the filter system manufacturer determines the solids within the media have effectively dried. A completion date will be determined upon delivery of parts for repair of the damaged backwash pumps, which we are waiting for delivery date from manufacturer on parts.

#### 13) July Financials.

C. Mueller reported July's operating revenues were favorable to budget due to additional Biochemical Oxygen Demand (BOD), TSS and TKN from Green Bay Packaging due to bypassing the pretreatment system, and offset by less Flow Volume due to lower precipitation. Year to date, total operating revenues were favorable to budget due to additional BOD Loadings from Green Bay Packaging and Packerland Whey.

July's operating expenses were unfavorable to budget from more expenditures than budgeted in contracted services, plant maintenance, administrative & information technology, chemicals, and natural gas & fuel oil. Year to date, total operating expenses were favorable to budget from less expenditures than budgeted in contracted services, salary and benefits and plant maintenance; offset by interceptor maintenance, chemicals, power, and natural gas & fuel oil.

#### 14) July 2023 Operations report.

P. Wescott reported both facilities were in full compliance with all effluent limits for the month of July. 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. At this time, Wescott also updated the Commission on the results of the July 5<sup>th</sup> and 6<sup>th</sup> stack testing for Lead on the air emissions from the fluid bed incinerator. Lead emissions during the stack testing were in compliance with permit limits, and the Wisconsin Department of Natural Resources (WDNR) has been notified that the results are ready for review. NEW Water staff is in process of completing a

## GREEN BAY METROPOLITAN SEWERAGE DISTRICT

8/23//23

Cont'd

### PROCEEDINGS OF THE COMMISSION

response to the WDNR regarding the Notice of Violation and the enforcement conference letter from earlier in the year.

For the month of July, the solids processing facility generated 1,529 MWH of electricity. Total bio-gas volume recovered was 161,103 CCF. This is approximately 96% of the total volume produced. The remaining volume was sent through the waste gas flare. NEW Water received 453,944 gallons of high strength waste in July.

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

##### a) September Commission Meeting

The next Commission meeting will be held September 27, 2023 via hybrid meeting.

##### b) Commissioners Meeting in Person.

T. Sigmund held an open discussion with Commissioners in regards to attending Commission meetings in person.

##### c) Placement of Closed Session in the Commission Agenda

NEW Water will review what items are on the agenda and make adjustments to the placement of Closed Session accordingly.

##### d) National Intern Day

NEW Water interns were celebrated on National Intern Day.

##### e) WDNR Laboratory Audit

NEW Water's Laboratory will be partaking in its tri-annual audit on September 12-13, 2023, to maintain its status as a Wisconsin Certified Laboratory. All members of NEW Water staff will participate in the audit process.

##### f) NEW Water's Jake Becken Honored by Central State Water Environmental Association

Jake Becken was honored by Central State Water Environmental Association for his induction into the "7S Society" and was named "Young Professional of the Year". Becken was also acknowledged for his year of service as Wisconsin Section President.

GREEN BAY METROPOLITAN SEWERAGE DISTRICT

8/23//23  
Cont'd

PROCEEDINGS OF THE COMMISSION

**g) Agreements signed by Executive Director**

A list of agreements signed by the Executive Director was provided to Commission

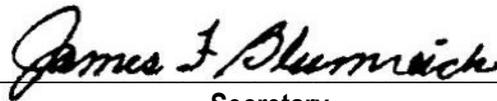
**h) Harmful Algal Bloom Discussion Response**

E. Houghton and T. Garrison provided the Commission with information regarding Harmful Algal Blooms as follow up from the July Commission meeting.

T. Sigmund also mentioned that discussions with Brown County Parks and the Village of Ashwaubenon have begun about constructing a walking trail that would go from Brown County Fair Grounds, through our De Pere Facility along the river, to Ashwaubomay Park.

There being no further business to come before the Commission, the meeting adjourned at 10:24 a.m.

GREEN BAY METROPOLITAN SEWERAGE DISTRICT



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Secretary