

# GREEN BAY METROPOLITAN SEWERAGE DISTRICT

## PROCEEDINGS OF THE COMMISSION

Regular meeting of the Commission held via Zoom videoconference on September 27, 2023.

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

**ALSO PRESENT:** T. Sigmund, N. Qualls, P. Wescott, J. Smudde, E. Tietyen, P. Smits, B. Bartel, B. Oldenburg, C. Mueller, B. Angoli, T. Garrison, T. Biese, G. Ashauer, S. Thieszen, L. Sarau, E. Houghton, J. Valenta, B. Thompson, J. Smies–Legal Counsel, J. Shanda – M3 Insurance, and M. Shefchik – Carlson Dettmann Consulting LLC

**ABSENT:** Commissioner Blumreich,

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

### 1) **Safety Moment.**

T. Sigmund provided information on smoke and carbon monoxide detectors.

### 2) **Approval of minutes of Commission meeting held August 10 & 23, 2023. Approval of amended minutes for July 26, 2023 Commission meeting.**

#### **Motion #23-066**

It was moved by Mainz, seconded by Danen, and unanimously agreed to approve the August 10 & 23, 2023, and July 26, 2023, amended meeting minutes as distributed.

### 3) **Request Commission approval of the 2024 Salary Planning Recommendations.**

E. Tietyen introduced Matt Shefchik from Carlson Dettmann LLC. M. Shefchik provided a summary of the memo detailing the research and resulting market adjustment recommendation. A conversation was had about the market adjustment and the recommended merit increase.

The Commission requested more information on the NEW Water (the brand of the Green Bay Metropolitan Sewerage District) performance evaluation process and data supporting previous years merit increase.

#### **Motion #23-067**

It was moved by Mainz, seconded by Tumpach, and unanimously agreed to adjust ranges all pay grades by 3.5% based on the consultant's recommendation.

### 4) **Request Commission approval of the 2024 Health Insurance and Dental Insurance Recommendations.**

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E. Tietyen introduced Jason Shanda from M3 Insurance. Together they reviewed NEW Water's current dental and vision plans, followed by the 2024 dental and vision plan recommendations.

**Motion #23-068**

It was moved by Mainz, seconded by Tumpach, and unanimously agreed to approve both the continuation of the \$500/\$1000 Local Deductible Plan offered through WPE with an 85%/15% cost share and to contribute \$769.64 per month for the single health insurance premium and \$1,895.20 per month for the family health insurance premium with the remainder of the premium paid by the participating employee and to terminate our current dental contract with Lincoln Financial Group as of 12/31/2023 and offer a similar dental plan through Humana Dental Insurance. Staff also recommends to renew a one-year agreement with CarePlus to continue to offer a dual choice option for dental. This recommendation maintains an 80%/20% premium cost share for both plans.

- 5) **Request Commission approval to abate the tax levy for 2024.**

**Motion #23-069**

It was moved by Mainz, seconded by Danen, and unanimously agreed to abate the tax levy for 2024.

- 6) **Request Commission approval of the NEW Water 2023 – 2026 Strategic Plan.**

T. Sigmund gave an overview of the 2023-2026 Strategic Plan. Commissioner Mainz wants to make sure cost savings remain a big part of the Strategic Plan.

**Motion #23-070**

It was moved by Danen, seconded by Mainz, and unanimously agreed to approve the NEW Water 2023 – 2026 Strategic Plan.

- 7) **Request Commission approval to enter into an agreement with Donohue & Associates to provide professional services for the design of the East River Lift Station and Force Main Improvements Project in the amount of \$489,121.**

The East River lift station capacity improvements were identified in the Lift Station Facility Plan effort completed in December 2022. NEW Water staff is recommending Donohue & Associates to provide the engineering services to complete the project design.

**Motion #23-071**

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It was moved by Danen, seconded by Mainz, and unanimously agreed to authorize the Executive Director to enter into a contractual agreement with Donohue & Associates to provide engineering services to complete project design services for the East River Lift Station and Force Main Improvements Project in the amount of \$383,901 with allowances totaling \$60,720 for a subtotal of \$444,621 and a 10% contingency of \$44,500 for a total amount of \$489,121 to be administered under the authority of the Executive Director.

- 8) **Request Commission approval for the Executive Director to conclude negotiations and execute the Agreement with the Town of Lawrence for the construction of the South Packerland Drive sewer.**

In July 2023, the Commission approved a sewer plan submitted by the Town of Lawrence contingent on staff approval. This contingency was requested because there was potential that the proposed sewer along Packerland Drive could serve a portion of the Village of Hobart.

Staff has completed the evaluation of the proposed sewer and is requesting that the Town of Lawrence construct a larger sewer pipe approximately 1-foot deeper than the original design in order to accommodate future flow from the Village of Hobart. During NEW Water communication with the Town of Lawrence, the Town was able to distribute an addenda to their contract and obtain an alternate bid price to provide the deeper, larger sewer. This design results in higher construction costs than the original proposed design.

NEW Water staff is recommending and requesting approval for the Executive Director to negotiate and sign an agreement with the Town of Lawrence that addresses the additional construction cost.

#### **Motion #23-072**

It was moved by Mainz, seconded by Tumpach, and unanimously agreed to approve the Executive Director to conclude negotiations concerning the language of the draft South Packerland Drive Sewer Agreement 2023 with the Town of Lawrence and to execute the document once finalized.

- 9) **Sewer plan approvals:**
- a. **Village of Howard – Project #23028, GBMSD Request #2023-19**
  - b. **Village of Bellevue –Project #M-2500, GBMSD Request #2023-22**

#### **Motion #23-073**

It was moved by Mainz, seconded by Tumpach, and unanimously agreed to approve the Village of Howard and Village of Bellevue sewer plans.

- 10) **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**

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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 #23-074

It was moved by Mainz, seconded by Tumpach, 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.

#### 11) Reconvene in open session.

#### Motion #23-075

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

#### 12) 2024 Budget workshop

T. Sigmund gave an overview of the 2024 Draft Budget. This presentation contained the following information:

- Changes to 2024 Budget from August 23, 2023 Presentation
- Proposed 2024 Budget
- Flows and Loads
- 2024 Proposed Expenses
- 2024 Revenue
- Municipal Rate Comparison
- 2024 DRAFT Budget Summary
- Next Steps

#### 13) Update of Projects:

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#### **DPF Tertiary Filtration and Service Water Improvements Update**

B. Angoli provided a brief project update stating manufacturer is trying hypochlorite for cleaning filter media and are now waiting for the final result. No date has been received from pump manufacturer on repair parts for backwash pumps.

#### **14) August Financials.**

C. Mueller reported August and year to date operating revenues were favorable to budget. August due to additional BOD and TKN from Green Bay Packaging due to bypassing the pretreatment system. Year to date was due to additional BOD loadings from Green Bay Packaging and Packerland Whey and additional TKN due to elevated loads and from Packerland Whey.

August operating expenses were unfavorable due to more expenditures than budgeted in plant maintenance and contracted services. Year to date were favorable due to less expenditures than budgeted in contracted services and salary and benefits; offset by interceptor maintenance, power, chemicals, plant maintenance, and natural gas & fuel oil.

#### **15) August 2023 Operations Report.**

P. Wescott provided an Operations Report. Both facilities were in full compliance with all effluent limits for the month of August 2023. The Green Bay Facility was in compliance with air quality limits for the month. The solids processing facility generated 1,525 MWH of electricity. Total bio-gas volume recovered was 214,584 CCF.

NEW Water staff submitted a follow up letter to the Wisconsin Department of Natural Resources (WDNR) providing updates and corrective actions related to permit exceedances for Lead emissions. The follow up letter is in response to a Notice of Violation received from the WDNR in March of 2023.

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

##### **a) October Commission Meeting.**

The next meeting will be held October 25, 2023, at 8:30 a.m. via hybrid meeting.

##### **b) Customer Budget meeting.**

NEW Water held a 2024 Draft Budget workshop with Municipal & Industrial Partners on September 13.

##### **c) Wisconsin Department of Natural Resources Toured NEW Water.**

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Wisconsin Department of Natural Resources (WDNR) toured NEW Water on August 17.

**d) Policy Updates for October.**

The Policy Team plans to resume policy reviews during the October Commission meeting.

**e) DEIB at NEW Water.**

A graphic was provided in the packet identifying how NEW Water's cultural attributes align with the goals of inclusion and belonging among staff.

**f) Congressional Record Presentation.**

NEW Water Executive Director Tom Sigmund was honored in a Congressional Record Presentation ceremony on September 1, 2023, at Green Isle Park, held by Congressman Mike Gallagher.

**g) Employee Appreciation event.**

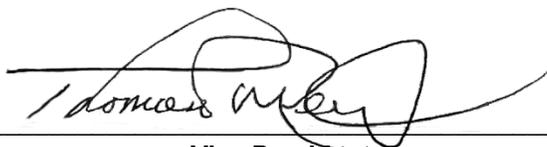
NEW Water held an Employee Appreciation Event where Holly Blazer, Analytical Chemist, was awarded the Jack Day Award and Dalton Aderholdt, Mechanic, was awarded the Peer Excellence Award.

**h) Update of Cost Allocation Methodology.**

NEW Water retained Raftelis to update its Cost Allocation Methodology. This process, which is required under the Tripartite Agreement with Procter & Gamble (P&G), Green Bay Packaging (GBP), and the City of Green Bay, is done every four or five years to accurately reflect NEW Water's investment in and annual cost for its treatment and conveyance facilities in its rates. The last update to the report was done by Raftelis in May 2022.

There being no further business to come before the Commission, the meeting adjourned at 10:29 a.m.

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A handwritten signature in black ink, appearing to read "Thomas Miller", is written over a horizontal line.

**Vice President**