

GREEN BAY METROPOLITAN SEWERAGE DISTRICT

PROCEEDINGS OF THE COMMISSION

Regular meeting of the Commission held via Zoom videoconference on January 24, 2024.

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

ALSO PRESENT: T. Sigmund, N. Qualls, P. Wescott, J. Smudde, E. Tietyen, P. Smits, G. Ashauer, B. Clausen, B. Bartel, B. Angoli, T. Biese, T. Garrison, S. Thieszen, E. Houghton, J. Valenta, R. Bach, J. Becken, L. Sarau, J. Milheiser, and J. Smies—Legal Counsel.

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

1) **Safety Moment.**

T. Sigmund gave a safety update on radon.

2) **Approval of minutes of Commission meeting held December 6 & 7, 2023.**

Motion #24-001

It was moved by Mainz, seconded by Danen, and unanimously agreed to approve the December 6 & 7, 2024 meeting minutes as distributed.

3) **Adopt Retirement Resolutions for employees, Rick Haase and Bruce Bartel.**

P. Smits provided the Commission career accomplishments for Rick Haase. The Commission recognized and thanked Rick for his 13 years of service.

P. Wescott introduced Bruce Bartel, followed by his career highlights and accomplishments. Bruce spoke on his time at NEW Water, the brand of the Green Bay Metropolitan Sewerage District, and thanked staff and the Commission. The Commission thanked Bruce for his 39 years of dedicated service to NEW Water and wished him well.

Motion #24-002

It was moved by Mainz, seconded by Tumpach, and unanimously agreed to adopt the retirement resolution for Rick Haase and Bruce Bartel (Resolution #24-001 & #24-001 is on file at the NEW Water offices).

4) **Introduction of new employee, Jonathan Milheiser.**

J. Becken introduced J. Milheiser who provided the Commission with his educational background and job experience with NEW Water. He expressed gratitude for the opportunities he had already received

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from NEW Water and looks forward to continuing with the organization. He was met with warm welcomes by the Commissioners.

5) **Election of Officers.**

T. Sigmund stated he received one nomination each, for President and Secretary: Kathryn Hasselblad for President and Jim Blumreich for Secretary.

Commissioner Hasselblad questioned if there were any objections before motioning to keep the current slate of officers for the 2024 calendar year.

Motion #24-003

It was moved by Mainz and second by Tumpach, and unanimously agreed to keep the slate of officers the same for 2024.

6) **Request Commission approval of revised Executive Director Job Description.**

E. Tietyen proposed minor changes to the job description for the Executive Director based on feedback that was collected from the Commissioners at a previous meeting.

Commissioners discussed requirements of Section 5, but overall agreed with the language in the job description. Commissioners at this time also expressed their desire to be involved with the screening of applicants that are applying for the role.

Motion #24-004

It was moved by Mainz, seconded by M. Tumpach, and unanimously agreed to approve the revised Executive Director Job Description.

7) **Request Commission approval of agreement with the Wisconsin Department of Transportation for the interceptor relocation work for the Ninth Street Interceptor, Project #230012, and authorize the Executive Director to execute the agreement.**

L. Sarau stated the Wisconsin Department of Transportation (WisDOT) interchange construction project at the intersection of Interstate 41 and Southbridge Road will have a significant impact on NEW Water's interceptor sewers that are located in the project area. NEW Water's recently completed review of the WisDOT project leads to the recommendation of relocating the Ninth Street Interceptor to accommodate the highway upgrades. According to state Statute 84.295 (4m), the state is responsible for paying for 90% of the eligible cost of relocation or replacement of any municipal utility facilities required by the construction of any freeway undertaken by WisDOT. The remaining 10% share is

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planned to be funded through NEW Water's annual capital budget. The agreement has been reviewed by NEW Water's legal counsel.

N. Qualls detailed how NEW Water and WisDOT would handle payment, cost discrepancies, and changes.

Motion #24-005

It was moved by Mainz, seconded by Danen, and unanimously agreed to approve the Wisconsin Department of Transportation Agreement for Payment for Relocation or Replacement of Municipal Utility Facilities Located on Public Held Land Required by Freeway Construction (DT1575) for interceptor relocation work for the Ninth Street Interceptor and authorize the Executive Director to execute the agreement.

8) Request Commission approval of Change Order No. 1 for the Green Bay Facility Ferric Chloride Pump Replacement Project #220005-CO2 to extend substantial and final completion date.

T. Biese stated Commission approved the construction contract for the Green Bay Facility Ferric Chloride Pump Replacement Project in April of 2023 which included a projected substantial completion date of February 16, 2024, and final completion date of March 17, 2024. Issues with the vendor being able to supply motors for the new chemical feed pumps have significantly delayed the delivery of the new pumping equipment resulting in delays to the entire project.

Construction contract time extensions exceeding 60 days require Commission approval. For that reason, staff is requesting Commission approve Change Order No. 1, modifying the contracts substantial and final completion dates.

T. Beise confirmed this Change Order would not affect the cost, and there is no additional cost due to the delay.

Motion #24-006

It was moved by Blumreich, seconded by Mainz, and unanimously agreed to approve Change Order No. 1 extending the substantial and final completion dates for the Green Bay Ferric Chloride Pump Replacement Project to August 16, 2024, and September 17, 2024, respectively.

9) Request Commission approval to enter into a contract with Lunda Construction to provide construction of Solids Building Equipment Maintenance Safety Platforms and Stair Replacement in the amount of \$271,700.

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B. Angoli stated since the R2E2 Project's completion, operations and maintenance staff have encountered areas where additional working platforms are needed for operating and maintaining equipment safely. Platforms are being requested for the Generator Room, Polymer Tanks, and Polymer Valves to replace the use of temporary scaffolding and ladders. Stairway replacement is being requested on the three existing metal stairways in the incineration area due to the non-standard rise-to-run angle.

B. Angoli also stated bids were received from two contractors, Lunda Construction Company and Howard-Immel Construction Company, however, Howard-Immel Construction Company's bid was rejected due to a missing Bid Bond.

Motion #24-007

It was moved by Blumreich, seconded by Mainz, and unanimously agreed to authorize the Executive Director to enter into a contractual agreement with Linda Construction Company for the construction of the Solids Building Platform and Stairway Project in the amount of \$247,000 and a 10% contingency of \$24,700 under the authority of the Executive Director for a total of \$271,700.

10) Sewer plan approvals:

- a. Dyckesville Sanitary District, Project #23-005, GBMSD Request #2024-01.
- b. Village of Luxemburg, Project #6335-24-01, GBMSD Request #2024-02.
- c. City of Green Bay, 2024 Projects, GBMSD Request #2024-03.
- d. City of De Pere, 2024 Projects, GBMSD Request #2024-04.
- e. Village of Howard, Project #24005, GBMSD Request #2024-05
- f. Village of Howard, Project #24002, GBMSD Request #2024-06

Motion #24-008

It was moved by Mainz, seconded by Blumreich, and unanimously agreed to approve the City of Green Bay, City of De Pere, Village of Howard, Village of Luxemburg, and Dyckesville Sanitary District's plans for the proposed sewers to serve the land located within NEW Water. This approval is subject to favorable approval recommendations from Brown County Planning Commission and final approval by the Wisconsin Department of Natural Resources (WDNR), with the City of Green Bay and City of De Pere's approval subject to staff's technical review and the Village of Luxemburg request subject to favorable approval recommendations from Bay Lake Regional Planning Commission and final approval by the WDNR of the sewer extension permit, and subject to the Bay Lake Regional Planning Commission and WDNR approval of the Sewer Service Area Amendment.

11) 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

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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.

Motion #24-009

It was moved by Mainz, seconded by Blumreich, 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.

12) Reconvene in open session.

Motion #24-010

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

13) Update of Projects:

a) DPF Tertiary Filtration and Service Water Improvements Updates.

B. Angoli stated the manufacturer is currently reviewing options for cleaning the media since pressure washing isn't cost effective. Typically, cleaning takes place every 6-12 months when equipment is running correctly, but cleaning of media is currently happening every 2 weeks. N. Qualls stated we have provided the Contractor time and space to come up with a solution for the issue. Staff is currently working with the Contractor and Engineers to determine completion date.

b) South Plant Mixing Enhancement Project.

T. Biese stated Contractors continue to working on minor punch list items. The applied research phase of the South Plant Mixing Enhancement Project is expected to begin February 2024. Staff will continue to provide Commission periodic project reports during this phase.

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14) November 2023 Financials.

B. Clausen reported October's operating revenues were unfavorable to budget due to 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, and additional TKN due to elevated loads from Packerland Whey.

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

B. Clausen stated draft year end financials would be reported at the February Commission meeting and the audit is being conducted in March 2024.

15) November and December 2023 Operations Report.

P. Wescott reported both facilities were in full compliance with all effluent limits for both the months of November and December, and the Green Bay Facility was in compliance with air quality limits for the months of November and December.

For the month of November, the solids processing facility generated 1,389 MWH of electricity. Total bio-gas volume recovered was 174,116 CCF. This is approximately 93% of the total volume produced. The remaining volume was sent through the waste gas flare. NEW Water received 547,426 gallons of high strength waste in November.

For the month of December, the solids processing facility generated 1,501 MWH of electricity. Total bio-gas volume recovered was 187,687 CCF. This is just over 98% of the total volume produced. The remaining volume was sent through the waste gas flare. NEW Water received 465,070 gallons of high strength waste in December.

16) Solar Project Evaluation

P. Wescott stated in the fall of 2023, staff participated in a review exercise to understand solar capacity availability and plant consumption needs. This analysis was conducted by SunVest Solar, LLC out of Pewaukee, WI. This was a courtesy evaluation to see potential benefits NEW Water could gain from future solar installation. The analysis estimates a 16%-20% annual electrical offset of purchased electricity.

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Staff has been working with NEW Water legal services, Godfrey & Kahn, to discuss potential project paths, bidding, and funding sources. High level discussions have also been happening with a consulting engineer that has experience in evaluation, designing, bidding, and constructing solar projects for municipalities.

P. Wescott reported there are several opportunities for funding that may apply to this project that could make the financials appealing, but staff is currently focused on gathering additional information to see if a solar project would be viable. Commission will be updated on the progress and details as they become available.

17) Executive Director's Report:

a) **February Commission Meeting.**

The next meeting will be held February 28, 2024, at 8:30 a.m. via hybrid meeting.

b) **Jake Becken promoted from Treatment Leader to Treatment Manager.**

J. Becken was promoted to Treatment Manager.

c) **Corbin Magnin promoted from Operations Trainer to Treatment Leader.**

C. Magnin was promoted to Treatment Leader.

d) **Brian Shikoski promoted from E&I Apprentice to E&I Technician.**

Brian Shikoski was promoted to E&I Technician.

e) **Alex Moon transitioned from Operator III to Field Services Technician.**

A. Moon transitioned to a Field Services Technician.

f) **NEW Water Policies**

The Petty Cash policy, Requisition Policy, Job Descriptions Policy, and Employment of Relatives Policy, which are all Executive Director approved policies, were reviewed and transitioned onto the new policy template and provided to the commission for review.

Commissioner Mainz asked E. Tietzen and NEW Water legal counsel to review the benefits of restricting the amount of relatives working for NEW Water at one time, which is not uncommon practice for other utilities.

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g) 2023 NEW Water Merit Statistics.

Upon the completion of 2023 performance evaluations, staff had provided the Commissioners with the results of merit adjustments granted. These adjustments fell into the allotted budget for 2023.

h) NEW Water assets video.

NEW Water produced a new video that demonstrates how we work around the clock to provide critical nonstop service to protect public health.

i) Building Wisconsin TV NEW Water segment

NEW Water's Green Bay Facility and Director of Operations, Pat Wescott, were featured on Building Wisconsin TV showcasing wastewater treatment.

j) BABA Waiver

Staff have requested and received concurrence that the De Pere Facility Pumping and Headworks Project, Green Bay Facility Thickening Improvements Project, and the Green Bay Facility North Plant Clarifier Rehabilitation Project meet the conditions of the adjustment period waiver that was established by the EPA for the Buy American Build American (BABA) Act.

There being no further business to come before the Commission, the meeting adjourned at 9:56 a.m.

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Secretary