

# GREEN BAY METROPOLITAN SEWERAGE DISTRICT

## PROCEEDINGS OF THE COMMISSION

The regular meeting of the Commission was held via Zoom videoconference on May 22, 2024.

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

**ALSO PRESENT:** T. Sigmund, B. Clausen, N. Qualls, E. Tietyen, P. Wescott, B. Angoli, B. Young, E. Houghton, G. Ashauer, J. Becken, J. Smudde, J. Valenta, K. Verbeten, P. Smits, R. Bach, R. Brown, S. Bartlet, S. Thieszen, T. Biese, A. Drewieske – CliftonLarsonAllen, H. Lepak – CliftonLarsonAllen, C. Blan – Brown County Hazardous Waste, M. Walter – Brown County Hazardous Waste, J. Smies – Legal Counsel.

Commission President Hasselblad called the meeting to order at 8:29 a.m.

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

T. Sigmund gave a safety update on grill safety.

### 2) **Approval of minutes of Commission meeting held April 24, 2024.**

#### **Motion #24-029**

It was moved by Blumreich, seconded by Danen, and unanimously agreed to approve the April 24, 2024, meeting minutes as distributed.

### 3) **Introduce new employee, Wyatt Wert.**

T. Sigmund stated Wyatt Wert was unable to attend the May Commission meeting, and will be introduced at the June 26, 2024 Commission Meeting.

### 4) **2023 Financial Audit.**

B. Clausen introduced Amber Drewieski from CliftonAllenLarsen, LLP. A. Drewieske provided an Executive Audit Summary which included the following:

- 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

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5) **Brown County Hazardous Waste Update.**

K. Verbeten introduced Mark Walter with Brown County Waste and Resource Recovery. M. Walter provided the Commission with an update which included:

- History
- Hazardous Material Recovery (HMR)
- What's Hazardous Waste
- HMR Program Summary 2019-2023
- What else do we accept?
- Problem Materials
- Recent Problems
- What do we do with it All?
- HMR Program Summary
- Questions

6) **Reserve balance update and transfer.**

B. Clausen provided the Commission with an update on NEW Water's, the brand of the Green Bay Metropolitan Sewerage District, financial reserves as of January 1, 2024, along with projected reserve expenses and transfers planned in 2024. Clausen also recommended two transfers: one from the Interceptor Cost Recovery Reserve to the General Reserve for the Ninth Street Interceptor Rehabilitation Project #180032, and one from the General Reserve to the Plant Capital Replacement Reserve to conform to provisions of the General Reserve Policy.

**Motion #24-030**

It was moved by Blumreich, seconded by Mainz, and unanimously agreed to transfer \$519,065.87 from the Interceptor Cost Recovery Reserve to the General Reserve and \$1,500,000 from the General Reserve to the Plant Capital Replacement Reserve.

7) **Request Commission approval to enter into a subscription agreement with Aquasight, LLC for services related to Collection System Intelligence Application and Implementation in the amount of \$255,640.**

N. Qualls stated wastewater utilities face risks related to wet weather and increasing operational costs due to chemical and energy inputs, many are implementing data analytics and real-time decision-making software as a tool to help optimize and manage these issues. This software would allow staff to more-efficiently make data-driven decisions. Though there are multiple areas in the facility where these solutions could be used, staff believes the collection system was the right starting place to evaluate the software. NEW Water staff worked with Aquasight, LLC to develop a phased approach for the implementation of the collection system intelligence application. It is a multi-year subscription

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format, and a cost breakdown was provided. N. Qualls and G. Ashauer detailed that after further review of multiple software companies, Aquasight, LLC was the clear front-runner. Commission requested that a presentation be brought to a future Commission meeting when Phase 1 of this project is complete.

#### **Motion #24-031**

It was moved by Blumreich, seconded by Danen, and unanimously agreed to authorize the Executive Director to enter into an agreement with Aquasight, LLC for services related to phase one only of the collection system intelligence application and implementation in the amount of \$232,640 and a 10% contingency of \$30,000.

#### **8) Request Commission approval to reject all bids for the Green Bay Facility Administration Building Data Center HVAC Upgrades Project #220016-CO.**

B. Brown stated that in May 2023, the Commission approved a professional services agreement with Strand Associates to design improvements for multiple HVAC systems in the Admin Building at the Green Bay Facility. Plans and speculations were developed for improvements that were identified during the design process. Only one contractor provided a bid for the work, and the base bid came in 60% higher than anticipated. After review of the responsive bid, Strand Associates and NEW Water staff agree that the bid should be rejected due to the cost greatly exceeding the engineer's estimate.

#### **Motion #24-032**

It was moved by Mainz, seconded by Blumreich, and unanimously agreed to reject the bid received for the Green Bay Facility Administration Building Data Center HVAC Upgrades Project 220016-CO.

#### **9) Request Commission approval of the Relocation Order to support easement acquisition efforts for the Downtown Interceptor Renewal Project #230003.**

Design plans for the Downtown Interceptor Renewal Project call for temporary construction easements in order to complete the work. During the easement acquisition process, staff will issue a Relocation Order which will inform property owners of NEW Water's intentions, file the order, and then a real-estate specialist will initiate negotiations. This is the final Relocation Order anticipated for this project. Initial communication with the landowner has begun.

#### **Motion #24-033**

It was moved by Mainz, seconded by Danen, and unanimously agreed to approve the Relocation Order for Parcel 12-164 and subsequent filing in accordance with Wisconsin State Statutes for the Downtown Interceptor Renewal Project #230003. The signed Relocation Order (File #24-002) can be found at NEW Water Offices.

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**10) Request Commission delegation of authority to award to the Executive Director for the Construction Contract for Interstate 41 – Ninth Street Interceptor Relocation Project #230012CO.**

N. Qualls stated NEW Water has been working with the Wisconsin Department of Transportation (WisDOT) to relocate interceptor sewers that are located under the Interstate 41 and Southbridge Road construction project to accommodate the highway upgrades. Because of concerns related to the existing geotechnical conditions, the design project has been behind schedule. Design delays have pushed back design and bidding to the point where it will be difficult to complete the utility relocation construction on a schedule that would allow WisDOT to complete their work on time. To not further delay this project, NEW Water is proposing that the Commission delegate its authority to award the construction contract to the Executive Director contingent on bid prices not exceeding the Engineer's Estimate by more than 20%.

**Motion #24-034**

It was moved by Mainz, seconded by Blumreich, and unanimously agreed to delegate authority to award the Interstate 41 – Ninth Street Interceptor Relocation Project #230012CO contract to the Executive Director and to enter into a contract with the lowest, responsive, responsible bidder. The Executive Director's approval will be contingent on the bid price for the project not exceeding the engineer's estimate by more than 20%.

**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 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 #24-035**

It was moved by Blumreich, 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

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concerning strategy to be adopted by the Commission with respect to litigation in which it is or is likely to become involved.

**At 9:50 a.m. Commissioner Mainz left the meeting.**

#### 12) Reconvene in open session.

##### Motion #24-036

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

#### 13) Update of Projects:

##### a) DPF Tertiary Filtration and Service Water Improvements Project.

B. Angoli stated that the manufacturer is looking at providing a new media filter cloth to try on one basin filter to resolve the plugging issue. The manufacturer of the filtration equipment is evaluating alternatives to remove the solids from the media in order to meet performance requirements for system operation.

##### b) GBF Ferric Chloride Pump Replacement Project.

T. Biese stated the north ferric pumping system 7-day demonstration startup testing required multiple attempts due to pump and component malfunctions. The ferric pumping system passed the 7-day demonstration testing after the correct oil was installed and other minor issues were addressed.

#### 14) 2023 Aquatic Monitoring Program Presentation.

S. Bartlett provided the Commission with an update on the 2023 Aquatic Monitoring Program which included:

- 38<sup>th</sup> Year of Water Quality Monitoring
- Water Quality Monitoring
- Green Bay Water Quality Buoys
- Total Phosphorus Annual Average
- How does TP in 2023 compare to historical?
- Total Suspended Solids Annual Average
- How does TSS in 2023 compare to historical?
- Cyanotoxin Monitoring

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#### 15) 2023 Watershed Monitoring Program Update Presentation.

B. Young provided the Commission with an update on the 2023 Watershed Monitoring Program which included:

- 2023 Watershed Sampling
- Silver Creek Pilot Project = Status Quo
- Baseline ACDC Biological Monitoring – FISH
- 2023 WMP Recap/2024 WMP Outlook

#### 16) Executive Director Search Update.

E. Tietyen stated after feedback was received, a final draft was provided to the Commissioners, and a target job posting date of May 24, 2024, was determined. Applicant submissions will be collected and reviewed by the team in June, interview deck questions will be compiled, and the Administrative Services Supervisor will begin coordinating with the Commissioners to block time in July and August for interviews with candidates.

#### 17) April 2024 Financials.

B. Clausen reported April's operating revenues were favorable to budget due to higher BOD & TSS loadings. Year to date, total operating revenues were unfavorable to budget due to mill revenue being below budget.

April's operating expenses were favorable to budget due to less expenditures than budget in contracted services, chemicals, and salaries and benefits. Year to date, operating expenses were favorable to budget from less expenditures than budgeted in contracted services, salaries and benefits, and chemicals.

#### 18) April 2024 Operations report.

P. Wescott reported both facilities were in full compliance with all effluent limits in the month of April. The Green Bay Facility complied with air quality limits for the month of April.

For the month of April, the solids processing facility generated 1,395 MWH of electricity. Total bio-gas volume recovered was 172,632 CCF. This is just over 94% of the total volume produced. The remaining bio-gas volume was sent through the waste gas flare. NEW Water received 465,010 gallons of high-strength waste in April.

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19) Executive Director's Report:

a) **June Commission Meeting.**

The next meeting will be held June 26, 2024, at 8:30 a.m. via hybrid meeting.

b) **NEW Water Policies.**

The Emergency Evacuation Policy and the Safety Shoe & Safety Glasses Policy, which are both Executive Director approved policies, were reviewed and transitioned onto the new policy template and provided to the commission for review.

c) **Ethan Maule Promoted from Operator II to Operator III.**

In April 2024, Ethan Maule was promoted from Operator II to Operator III.

d) **NEW Water Customer Communication Survey.**

In February of 2024, NEW Water conducted a Communication Survey with municipal and industrial partners. 80% of our customers provided anonymous feedback. The results of this survey were shared with Commissioners.

e) **NACWA Utility Leadership Meeting.**

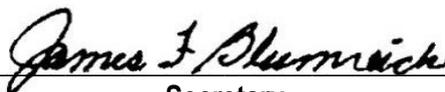
If anyone is interested in attending the NACWA Utility Leadership Meeting, please reach out to R. Bach.

f) **Wastewater Professionals Appreciation Day.**

May 22, 2024, has officially been proclaimed as Wastewater Professional Appreciation Day by Governor Evers. T. Sigmund recognized the efforts and commitments of our staff.

There being no further business to come before the Commission, the meeting adjourned at 10:42 a.m.

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Secretary