

GREEN BAY METROPOLITAN SEWERAGE DISTRICT

PROCEEDINGS OF THE COMMISSION

The regular meeting of the Commission was held via Zoom videoconference on December 4, 2024.

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

ALSO PRESENT: T. Sigmund, B. Clausen, N. Qualls, J. Smudde, E. Tietzen, P. Wescott, B. Angoli, G. Ashauer, R. Bach, J. Becken, T. Biese, A. Butry, R. Brown, T. Garrison, E. Houghton, J. Kehring, C. Mueller, B. Oldenburg, L. Sarau, P. Smits, S. Thieszen, B. Thompson, K. Verbeten, J. Valenta, J. Smies – Legal Counsel, A. Lukas – Brown and Caldwell, J. McMullin – Brown and Caldwell.

ABSENT: Commissioner Hasselblad

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

1) **Safety Moment.**

T. Sigmund gave a safety update on house fire safety during the holidays.

2) **Budget Hearing.**

B. Clausen gave a presentation of the 2025 Budget which included the following:

- Changes to the 2025 Budget from October 23, 2024 Presentation
- 2025 Proposed Expenses
- 2025 Revenue
- Municipal Rate Comparison
- 2025 DRAFT Budget Summary
- NEW Water Cost for a Typical Household
- Next Steps

3) **Budget Adoption.**

B. Clausen requested Commission approval of the budget as presented.

Motion #24-086

It was moved by Mainz, seconded by Danen, and unanimously agreed to adopt the 2025 Budget.

4) **Approval of minutes of Commission meeting held October 23, 2024 and November 14, 2024.**

Motion #24-087

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It was moved by Mainz, seconded by Tumpach, and unanimously agreed to approve the October 23, 2024 and November 14, 2024, meeting minutes as distributed.

5) Adopt Retirement Resolution for employee, Tom Sigmund.

J. Blumreich highlighted Tom Sigmund's employment for NEW Water, the brand of the Green Bay Metropolitan Sewerage District. Commissioners thanked him for 17 years of faithful and devoted employment.

Motion #24-088

It was moved by Danen, seconded by Mainz, and unanimously agreed to adopt the retirement resolution for Tom Sigmund (Resolution #24-012 is on file at the NEW Water offices).

6) Request Commission Approval of the Employee Handbook Updates.

E. Tietyen provided a detailed summary of changes and updates that were made to the existing Employee Handbook.

Motion #24-089

It was moved by Danen, seconded by Mainz, and unanimously agreed to approve the revisions to the Employee Handbook.

7) Request Commission approval of Change Order No. 3 for the Green Bay Facility Ferric Chloride Pump Replacement Project #220005-CO2 to extend substantial and final completion dates.

T. Biese stated that the Commission approval of the construction contract for the Green Bay Facility Ferric Chloride Pump Replacement Project in April 2023 included a projected substantial completion date of February 2024. Delays in equipment delivery resulted in a change order to extend the substantial and final completion dates to August 16, 2024, and September 17, 2024, respectively.

Installation of the pumping equipment has been completed, however during start-up of the system issues were encountered resulting in failure of the 7-day demonstration startup testing. The Contractor requested a zero cost change order to add additional time to the construction contract to research and troubleshoot these issues. Projected dates now include substantial completion of January 13, 2025, with a final completion of February 14, 2025, an adjustment of 150 days.

In addition to adjustment of the contract dates this change order will result in a net deduct of \$30,000 to the contract price as a result of a concrete rehabilitation allowance that was not utilized.

Motion #24-090

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It was moved by Meinz, seconded by Tumpach, and unanimously agreed to approve Change Order No. 3 extending substantial and final completion dates for the Green Bay Facility Ferric Chloride Pump Replacement Project to January 13, 2025, and February 14, 2025, respectively.

8) Request Commission Approval to sign multi-year joint funding agreement between Green Bay Metropolitan Sewerage District and United States Geological Survey.

E. Houghton stated that in the past NEW Water has been contracting annually with United States Geological Service (USGS) to help run and operate NEW Water's gage monitoring stations in Silver Creek since 2013. Since then, new sites have been installed at Ashwaubenon Creek and Dutchman Creek (ACDC). These gage stations collect samples during precipitation events and provide NEW Water with information on water quality in real time. This data is collectively integrated into NEW Water's reporting for Adaptive Management.

Historically, NEW Water has contracted with USGS annually. USGS receives a portion of cost share to operate these gages. They also provide maintenance and assistance with operating them. NEW Water then funds the remaining cost. The NEW Water team collects and analyzes the samples, and provides the water quality concentration data back to USGS so they are able to provide NEW Water with the data report. NEW Water then uses the data to report back on water quality, impacts on the watershed, and also provides WDNR with annual reports.

This year, staff from USGS suggested there would be benefits to entering into a multi-year agreement. This would guarantee a set value of cost share from the federal organization each year for three years, when this can prove to change annually based on allocated funds. It would also demonstrate commitment to the longevity of these gage stations for both parties. In the proposed multi-year contract, the change in federal cost share over three years is about equal to the single year change we saw from last year to this year. As such, this multi-year agreement would be ensuring greater federal cost share over the next three years than if we were to chance continued single year contracts.

Motion #24-091

It was moved by Meinz, seconded by Tumpach, and unanimously agreed to authorize the Executive Director to enter into a multi-year agreement with USGS, to guarantee federal cost share funds for the next three years, for our five gage stations at the total cost to GBMSD of \$223,750.00 to be administered under the authority of the Executive Director.

9) Request Commission approval for the procurement of office furnishings associated with the GBF Administration Basement Renovation Project #240017 in the amount of \$121,310.64.

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R. Brown stated that in April of 2019, the Commission approved an office renovation project to address worn furniture, aging finishes, and space utilization issues in the Green Bay Administration Building. Since then, Field Services staff were relocated to an available space in the basement that wasn't included in restoration efforts. NEW Water worked closely with Building Service, Inc. (BSI) to develop a plan and standardize with styles and finishes from the 2019 work.

Motion #24-092

It was moved by Mainz, seconded by Danen, and unanimously agreed to purchase furniture for the GBF Administration Basement Renovation Project No. 240017 from Building Service, Inc. in the amount of \$110,310.64 with a 10% contingency of \$11,000 under the authority of the Executive Director for a total amount of \$121,310.64.

10) Request Commission approval to issue Change Order #4 for the Green Bay Facility Service Water System Improvements Project #210022 in the amount of \$42,698.31.

R. Brown stated that Change Order No. 4 includes multiple small adjustments that typically accumulate over the course of a project. The reason for this request is due to the Contractor looking for a contract time extension of 60-days, which requires Commission approval. Delays on this project were primarily related to supply chain, specifically equipment delivery and programming issues starting the north side pumps.

The Contractor wasn't responsible for those delays and therefore is requesting a 60-day extension for both substantial and final completion dates.

Motion #24-093

It was moved by Mainz, seconded by Danen, and unanimously agreed to approve the Green Bay Facility Service Water System Improvements Project Change Order # 4 including a 60-day extension of contract times.

11) Request Commission approval to issue Change Order #2 for the Green Bay Facility North Plant Clarifier Rehabilitation Project #18-020 in the amount of \$198,246.35.

R. Brown stated that since the start of the construction effort, numerous small adjustments have been addressed through Work Change Directives to minimize impact on the progression of work. Early modifications included multiple credits that resulted in a minimal net change to contracted costs. Recently, significant additions for Primary Clarifier electrical updates and floor rehabilitation in Primary Clarifier #3 escalated the accumulated charges.

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The total cost impact now exceeds the approval authority of the Executive Director, staff is requesting Commission approval to execute Change Order # 2.

Motion #24-094

It was moved by Mainz, seconded by Danen, and unanimously agreed to approve the Green Bay Facility North Plant Clarifier Rehabilitation Project Change Order # 2 for a total cost of \$198,246.35.

- 12) **Request Commission approval to close out the construction contract for the De Pere Facility Tertiary Filtration and Service Water Project and issue final payment to Miron Construction, Co., Inc. in the amount of \$103,505.76 and approve Change Order #12.**

B. Angoli stated that on March 24, 2021, the Commission approved award of the De Pere Facility Tertiary Filtration and Service Water Project for a contract amount. As part of the approval, the Commission approved a construction contingency amount to use for construction change orders. To date, there have been 11 change orders approved for a total of \$669,058.04.

The final payment was withheld to the contractor due to the filter media plugging issue. This resulted in the delay of the final payment. The issue has been resolved with the trial of a new media product provided by the manufacturer, which passed all performance tests required by the contract. The manufacturer will provide replacement media for all of the filters. With this delay, the contract time for final completion requires extension from June 30, 2023 to December 31, 2024, an extension of 550 days.

Motion #24-095

It was moved by Mainz, seconded by Danen, and unanimously agreed to close out the construction contract for the De Pere Facility Tertiary Filtration and Service Water Project and issue final payment to Miron Construction, Co., Inc. in the amount of \$103,505.76 and approve Change Order #12.

- 13) **Sewer plan approvals:**
a) **Village of Pulaski, Contract #0295-25-01, GBMSD Request #2024-24**

Motion #24-096

It was moved by Danen, seconded by Tumpach, and unanimously agreed to approve the Village of Pulaski, plans for the proposed sewer to serve land located within NEW Water. This approval is subject to favorable approval recommendations from Brown County Planning and final approval by the WDNR.

- 14) **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 #24-097

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.

15) Reconvene in open session.

Motion #24-098

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

16) Update of Projects:

a) GBF Service Water System Improvements.

North side equipment and piping was finished. After a successful trial run, the new system was switched to full-time since October. With the 60-day time extension that Commission approved earlier and the delays previously mentioned, the full system is expected to be operational with-in a month.

b) GBF North Plant Clarifier Rehabilitation Project.

The clarifier project is winding down and going into winter mode for its operations. All equipment installation and structural work in Primary Clarifier #3 was completed prior to startup activities and staff training on 11/14. The Final Clarifier #5 will also be completed once touch up painting and staff training is finished.

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Progress this year did not meet expectations with only two clarifiers getting finished. Issues were investigated and resolved and they hope to get back on schedule.

17) Regional I&I Reduction Program Financial Impact Evaluation.

L. Sarau, J. McMullin (Brown and Caldwell), and A. Lukas (Brown and Caldwell) gave a presentation of the Regional I&I Reduction Program Implementation: Financial Impact Evaluation which included the following:

- Financial Impact Evaluation
- Financial Impact Evaluation Process
- Comparison of Simulated Model Results by Scenario
- GBF Influent Flows During Different Flow Scenarios
- DPF Influent Flows During Different Flow Scenarios
- Options for Meeting Capacity Needs
- Capacity Only
- I&I Reduction Only
- Combination Options
- Conclusions
- Next Steps

18) October 2024 Financials.

C. Mueller reported October's operating revenues were unfavorable to budget. Year to date, total operating revenues were favorable to budget.

October's operating expenses were favorable to budget due to fewer expenditures than budgeted in solid waste disposal, contracted services, and salaries and benefits. Year to date, operating expenses were favorable to budget from fewer expenditures than budgeted in contracted services, salaries and benefits, and solid waste disposal.

19) 2024 Digester Outage Overview.

J. Kehring gave a presentation of the 2024 Digester Outage Overview which included the following:

- Green Bay Facility Digester Design
- Pre-Outage Planning Process
- High Strength Waste Corrosion/Wear
- Rationale for shutdown
- Planning Team Responsibilities

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- Shutdown, Inspection, and Findings
- Digester Shutdown Photos
- Digester Shutdown Positives
- Next Steps

20) October 2024 Operations report.

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

For the month of October, the solids processing facility generated 1,423 MWH of electricity. Total bio-gas volume recovered was 180,186 CCF. NEW Water received 764,874 gallons of high strength waste in October.

21) Executive Director's Report:

a) January Commission Meeting.

The next meeting will be held January 22, 2025, at 8:30 a.m. via hybrid meeting.

b) WWOA Operator Competition.

Alex Moon, Jon Milheiser, and Sam Maroszek competed in the Operators Competition at the 58th annual WWOA conference in Appleton, WI on October 23, 2024. They took second place in the competition. Great job!

c) Employee Survey Follow-Up.

Based on the findings of NEW Water's most recent employee engagement survey, the overall feedback was positive. It is recognized there are always opportunities for improvement in key areas and are committed to taking intentional action. The focus will be on enhancing communication both within teams and across the company, fostering engagement in safety initiatives, understanding the unique needs of teams regarding feedback and recognition, and continuing NEW Water's efforts to recruit and retain a dedicated workforce. It is believed that prioritizing these areas will further strengthen the positive work environment and contribute to the ongoing success of the NEW Water employees.

d) Nominating Commission President and Secretary for Election at January 2025 Meeting.

An item on the January 22, 2025, Commission agenda will be the election of NEW Water Commission officers for 2025. Commissioners should forward nominations for President and Secretary to Nate Qualls or Tom Sigmund. The Commission will elect the President and Secretary at the January Meeting.

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e) Disclosure of Related Party Transactions Form.

Commissioners are required to sign the Disclosure of Related Party Transactions form every year. Prior to the Commission meeting, the Disclosure of Related Party Transactions form was distributed to all Commissioners.

There being no further business to come before the Commission, the meeting adjourned at 10:05 a.m.

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Secretary