

# GREEN BAY METROPOLITAN SEWERAGE DISTRICT

## PROCEEDINGS OF THE COMMISSION

The regular meeting of the Commission was held in person and via Zoom videoconference on July 30, 2025.

**PRESENT:** Commissioners, Mainz, Tumpach, Danen, and Herrman.

**EXCUSED:** Commissioner Hasselblad

**ALSO PRESENT:** N. Qualls, B. Clausen, L. Sarau, J. Smudde, E. Tietyen, P. Wescott, G. Ashauer, R. Bach, C. Mueller, B. Oldenburg, S. Thieszen, B. Thompson, J. Valenta, P. Smits, R. Brown, E. Houghton, T. Garrison, T. Biese, J. Becken, K. Verbeten, M. McGuire, R. Brown, D. Smith, J. Voacolo, B. Vang, J. Smies – Legal Counsel.

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

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

N. Qualls gave a safety update on Summer Safety.

Commissioner Tumpach joined the meeting at 8:31 a.m.

### 2) **Approval of minutes of Commission meetings held June 25, 2025.**

#### **Motion #25-056**

It was moved by Danen, and seconded by Herrman, and the unanimous vote was to approve the June 25, 2025, meeting minutes as distributed.

### 3) **Introduction of New Employees: Dustin Smith, Jeff Voacolo, and Blia Vang.**

J. Becken and C. Mueller provided educational and career backgrounds on new employees Dustin Smith, Jeff Voacolo, and Blia Vang. They expressed their gratitude and excitement to be part of NEW Water, the brand of the Green Bay Metropolitan Sewerage District.

### 4) **Request Commission approval for the temporary addition of one Operator II position to the Treatment Department and the associated revision to the organizational chart.**

P. Wescott requested approval for a temporary increase in Treatment department's staffing from 26 to 27 employees. The department is forecasting 1 to 2 Operator retirements within the next 6 to 18 months, with an additional 2 expected in the next 24 months. Long-term, the staffing plan is to rely heavily on the new apprenticeship program to maintain staffing levels without the need for over-hiring.

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Our new apprentices have just begun the program, with formal education starting this fall, and will not be ready to fill this staffing gap.

P. Wescott noted that if the request is approved, we plan to begin recruitment immediately, with the goal of having the new hire in place in the next couple of months. This temporary over-hire has been accounted for in the 2025 budget and should not negatively impact salary and benefits allocations.

#### **Motion #25-057**

It was moved by Herrman, seconded by Danen, and unanimously agreed to proceed with filling a temporary over-hire position in the Treatment Department to support succession planning efforts.

- 5) **Request Commission approval to issue Change Order No. 6 for the Green Bay Facility Service Water Replacement Project #210022CO for a net reduction in contract cost of \$7,602.13 and associated adjustments to contract completion times.**

R. Brown stated that Change Order No. 6 incorporates a change for additional plumbing modifications along with a credit for previously approved demolition funding that wasn't required to complete the work. This resulted in a net reduction in the contract value and the need to extend the completion date.

#### **Motion #25-058**

It was moved by Danen, seconded by Herrman, and unanimously agreed to the approval of the Green Bay Facility Service Water Replacement Project Change Order No. 6 to extend project completion dates and reduce total contract value by \$7,602.13.

- 6) **Request Commission approval to close out the construction contract for the Green Bay Facility Service Water Replacement Project #210022CO and issue final payment of \$16,449.94.**

R. Brown stated that J.F. Ahern has completed the work in accordance with the contract documents and is ready for close out and final payment.

#### **Motion #25-059**

It was moved by Danen, seconded by Herrman, and unanimously agreed to approve closing out the construction contract for the Green Bay Facility Service Water Replacement Project #210022-CO and issue final payment of \$16,449.94 to J.F. Ahern Co.

- 7) **Request Commission approval of Change Order No. 4 for the Green Bay Facility Ferric Chloride Pump Replacement Project #220005-CO2 to extend the completion date.**

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L. Sarau stated that the Commission approved the Green Bay Facility Ferric Chloride Pump Replacement Project in April 2023. Equipment delivery delays and repeated attempts at 7-day startup testing led to prior extensions. The Contractor requested a zero-cost change order for a 131-day extension to complete punchlist items. Delays were due to scheduling conflicts during walkthroughs, limited labeling materials, and O&M manual revisions. All punchlist items are now complete.

#### **Motion #25-060**

It was moved by Danen, seconded by Herrman, and unanimously agreed to the approval of Change Order No. 4 extending final completion dates for the Green Bay Facility Ferric Chloride Pump Replacement Project to June 25, 2025.

- 8) **Request Commission approval to close out the construction contract for the Green Bay Facility Ferric Chloride Pump Replacement Project #220005-CO2 and issue final payment to August Winter & Sons, Inc. in the amount of \$15,956.78.**

L. Sarau stated that August Winter & Sons, Inc. has completed all work in accordance with the contract documents and is ready for closeout and final payment.

#### **Motion #25-061**

It was moved by Danen, seconded by Herrman, and unanimously agreed to the approval to close out the Green Bay Facility Ferric Chloride Pump Replacement Project #220005-CO2 and issue final payment to August Winter & Sons, Inc. in the amount of \$15,956.78.

- 9) **Request Commission approval to increase the contingency for the East River Lift Station and Force Main Improvement Project design services by \$31,515.**

L. Sarau stated that the Commission previously approved a design services agreement with Donohue & Associates for the East River Lift Station and Force Main Improvements Project. During the course of the project, two amendments were authorized to modify the scope of work. Subsequently, NEW Water staff requested additional scope items to further inform and refine the project design. In response, Donohue & Associates proposed several additions, including provisions for temporary wastewater conveyance, additional design meetings, further revisions related to pump selection, and expanded project management efforts. The current remaining contingency is insufficient to cover these additional services, and an increase is requested.

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#### **Motion #25-062**

It was moved by Herrman, seconded by Danen, and unanimously agreed to the approval to increase the contingency for the East River Lift Station and Force Main Improvements Project by \$31,515 for a total authorized contingency of \$117,740 to be administered under the authority of the Executive Director.

#### **10) Sewer plan approvals:**

N. Qualls stated that the Commissioners will be provided with an overview of the Sewer Plan approval process either prior to the August 27 Commission Meeting or in conjunction with it.

#### **Motion #25-063**

Commissioner Danen recused himself due to his affiliation with the Town of Ledgeview.

It was moved by Herrman, and seconded by Mainz, and agreed to approve the Town of Ledgeview, City of De Pere, and Town of Lawrence plans for the proposed sewers 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, with the City of De Pere's approval subject to staff's technical review.

- 11) Convene in closed session under State Statute 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercise responsibility, 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) Potential litigation resulting from environmental testing by a significant industrial user.**
  - b) Potential transfer of certain interceptor segments pursuant to Section 5.05 of the Sewer Use Ordinance to a municipality.**
  - c) Employment of a public employee.**

#### **Motion #25-064**

It was moved by Danen, seconded by Herrman, 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

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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 #25-065**

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

#### **13) Update of projects:**

##### **a) Quarterly Project Updates.**

L. Sarau provided the Commission with a Quarterly Project Update.

##### **b) Green Bay Facility Green Infrastructure Parking Lot Reconstruction.**

L. Sarau stated that the Green Bay Facility Green Infrastructure Parking Lot Reconstruction Project is substantially complete and pending final walk-through with the consultant. A change order will be written to address additional excavation that was completed due to soft subgrade and a time extension.

##### **c) East River Interceptor Renewal Project.**

M. McGuire reported that over the past several weeks, the contractor has been delivering and fusing temporary conveyance piping. This work is expected to continue through August for the segment between ERB-001 and QSI-008. Additionally, contractors anticipate beginning the abandonment of the old ERI, which was decommissioned in the late 1970s. Communication with neighboring residents has been effective, and no issues have been reported to date.

#### **14) 2026 NEW Water Budget.**

B. Clausen gave a brief overview of a preliminary draft budget. The first Budget Workshop will be held at the August 27, 2025, Commission Meeting.

#### **15) June 2025 Financials.**

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

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June's operating expenses were favorable to budget due to fewer expenditures than budgeted in chemicals, plant maintenance, and salaries and benefits. Year-to-date, operating expenses were favorable to budget due to fewer expenditures than budgeted for contracted services, plant maintenance, and salaries and benefits.

#### **16) June 2025 Operations Report.**

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

For the month, the solids processing facility generated 1,381 MWH of electricity. Total bio-gas volume recovered was 186,674 CCF. This was just over 86% of the total volume produced. The remaining volume was sent through the waste gas flare. NEW Water received 689,151 gallons of high-strength waste.

P. Wescott stated that the significant decrease in high-strength waste is due to the preparation of the digester #2 outage.

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

##### **a) August Commission Meeting.**

The next meeting will be held on August 27, 2025, at 8:30 a.m. via a hybrid meeting.

##### **b) NEW Water Hosted Wisconsin Sen. Andre Jacque.**

In July, NEW Water hosted Wisconsin State Senator Andre Jacque.

##### **c) Outreach for Downtown Interceptor Renewal Project.**

N. Qualls stated NEW Water has been engaging in proactive outreach throughout the planning and preparation for the Downtown Interceptor Renewal Project by hosting public information meetings, posting on our website, sending email notifications, distributing door hangers, and posting posters.

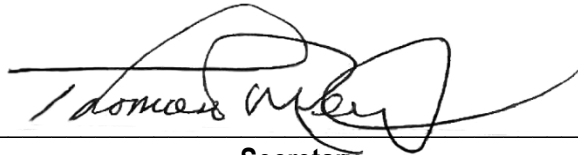
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There being no further business to come before the Commission, the meeting adjourned at 10:03 a.m.

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

**Secretary**