

## GREEN BAY METROPOLITAN SEWERAGE DISTRICT

### PROCEEDINGS OF THE COMMISSION

The regular meeting of the Commission was held in person and via Zoom videoconference on December 3, 2025.

**PRESENT:** Commissioner Hasselblad, Mainz, Tumpach, Danen, and Herrman.

**ALSO PRESENT:** N. Qualls, B. Clausen, L. Sarau, J. Smudde, E. Tietyen, P. Wescott, R. Bach, B. Brown, B. Oldenburg, S. Thieszen, P. Smits, E. Houghton, T. Garrison, J. Becken, C. Mueller, M. McGuire, T. Biese, N. Boutross, J. Smies – Legal Counsel,

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

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

N. Qualls gave a safety update on winter weather driving.

#### 2) **Budget Hearing.**

B. Clausen gave a presentation of the 2026 Budget, which included the following:

- Changes from the 2026 Budget from the October 23, 2025, Presentation
- 2026 Proposed Expenses
- 2026 Revenue
- Municipal Rate Comparison
- 2026 Draft Budget Summary
- NEW Water Cost for a Typical Household
- Strategic Financial Planning
- Next Steps

#### 3) **Budget Adoption.**

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

#### **Motion #25-091**

It was moved by Mainz, and seconded by Herrman, and unanimously agreed to adopt the 2026 Budget.

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4) **Adopt Service Appreciation Resolution for Commission President Kathryn Hasselblad.**

Commissioner Mainz highlighted Commission President Kathryn Hasselblad's time at NEW Water, the brand of the Green Bay Metropolitan Sewerage District. Commissioners thanked her for 32 years of devoted service to the Commission and wished her well.

**Motion #25-092**

It was moved by Danen, and seconded by Mainz, and unanimously agreed to adopt the Service Resolution for Commission President Kathryn Hasselblad.

5) **Introduction of New Employee, Nate Boutross.**

J. Becken introduced Nate Boutross to the Commission, who gave some background on his employment and time at NEW Water. The Commission welcomed him and wished him a successful career.

6) **Approval of minutes of Commission meetings held October 22, 2025.**

**Motion #25-093**

It was moved by Danen, and seconded by Mainz, and the unanimous vote was to approve the October 22, 2025, meeting minutes as distributed.

7) **Request Commission approval of the Resolution Authorizing the Issuance and Sale of up to \$23,491,266 General Obligation Sewerage System Promissory, Series 2025C and Providing for Other Details and Covenants with Respect Thereto.**

C. Mueller stated on May 28, 2025, a contract request was presented and approved by the Commission to award Miron Construction Company the construction contract for the De Pere Facility Pumping and Headworks Phase 2. Project funding was anticipated through a Clean Water Fund Loan. The De Pere Facility Pumping and Headworks Project has been separated into two Clean Water State Revolving Fund Loan phases. The Phase 1 loan was for equipment procurement, and the Phase 2 loan is for the construction contract. NEW Water closed out Phase 1 of the loan in September 2025. The Clean Water Fund Loan application for Phase 2 was submitted for improvements to the influent pumping, screening, grit removal and washing, electrical and HVAC systems, and control infrastructure at the De Pere Facility (DPF). This note will be issued at the subsidized interest rate of 2.585% within the 20-year limitations. Upon approval, the State of Wisconsin has scheduled the note closing for December 10, 2025.

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**Motion #25-094**

It was moved by Meinz, and seconded by Herrman, and unanimously agreed to the approval of the Resolution Authorizing the Issuance and Sale of up to \$23,491,266 General Obligation Sewerage System Promissory Notes, Series 2025C and Providing for Other Details and Covenants with Respect Thereto.

- 8) **Request Commission approval to enter into an agreement with Brown and Caldwell to provide design, bidding, and engineering services during the construction of the Hot Oil Economizer Replacement Project.**

B. Brown stated that for the past several years, NEW Water staff have been regularly welding patch material over holes that have worn through the Hot Oil Economizer (HOE) outer shell. Observed damage and service life projections for the equipment have emphasized the need for a plan to replace the HOE in the near future. The HOE is critical to the operation of the incineration system. Should the HOE fail, NEW Water would not be able to operate the solids incinerator. This would require NEW Water to pursue costly alternatives for solids disposal, including landfilling. Given the urgency for repairs and associated time constraints, Commission approval for an engineering services agreement with Brown and Caldwell is needed before certain provisions are finalized. Commission authorization is requested to allow the Executive Director to work with NEW Water legal counsel and Brown and Caldwell to finalize and execute the agreement.

**Motion #25-095**

It was moved by Danen, and seconded by Meinz, and unanimously agreed to authorize the Executive Director to negotiate and enter into an agreement with Brown and Caldwell to provide engineering services for the Hot Oil Economizer Replacement Project in an amount not to exceed \$597,490, with a 10% contingency of \$59,750 for a total authorized amount of \$657,240.

- 9) **Request Commission approval of Work Change Directives 42 and 43 for the Green Bay Facility North Plant Clarifier Rehabilitation Project #18-020-CO.**

B. Brown stated that work on the North Plant Clarifier construction project, approved in July 2023, is progressing as planned. Unforeseen conditions have required modifications to the original scope of work, prompting two Work Change Directives to be presented for consideration. Work Change Directive No. 42 addresses the replacement of severely deteriorated final scum piping with glass-lined ductile iron pipe for six final clarifiers. Work Change Directive No. 43 includes corrective modifications to all eight final clarifiers to prevent sludge bulking, based on observed performance issues and prior successful trials.

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**Motion #25-096**

It was moved by Meinz, and seconded by Herrman, and unanimously agreed to the approval of North Plant Clarifier Rehabilitation Project Work Change Directives 42 and 43 for a total cost not to exceed \$238,713.32.

**10) Sewer Plan Approvals.**

- a) Village of Howard, Project #26003, GBMSD Request #2025-31.
- b) City of Green Bay, Project #8745, GBMSD Request #2025-32.

**Motion #25-097**

It was moved by Meinz, and seconded by Herrman, and unanimously agreed to the approval of the village of Howard and the City of Green Bay sewer plans.

**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 as 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.
- d) Discrimination complaint filed by former employee.

**Motion #25-098**

It was moved by Meinz, 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 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.

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**12) Reconvene in open session.****Motion #25-099**

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

**13) Update of projects:****a) East River Interceptor Renewal Project.**

M. McGuire stated that the contractor finished cleaning and televising the 48" segment of the East River Interceptor and completed the installation of CIPP liners in the 48" segment of the interceptor, totaling about 5,000 linear feet. Abandonment work on the decommissioned interceptor also began at the southern limits of the project area, working northward. Abandonment work is planned to continue. The contractor plans to begin manhole rehabilitation using the FRP inserts and anticipates finalizing the second phase of the temporary conveyance system for the next portion of CIPP lining work.

**b) GBF Thickening Improvements Project.**

T. Biese stated that Gravity Belt Thickener 4 (GBT #4) and the associated control panel have arrived onsite. The contractor is installing piping and equipment in the area where GBT #4 will be installed. The team continues to review submittals, RFIs, shutdown requests, change order requests, payment applications, and other project-related documents.

**c) DPF Pumping and Headworks Project.**

T. Biese stated that the bypass piping system for the preliminary treatment units is operational. Demolition work is underway on the preliminary treatment units and grit-handling equipment. The team continues to review submittals, RFIs, shutdown requests, change order requests, payment applications, and other project-related documents.

**d) GBF North Plant Clarifier Rehabilitation Project.**

B. Brown stated that during the reporting period, demolition and rehabilitation work continued on Final Clarifiers (FC) 3 and 7 and Primary Clarifier (PC) 2, while Final Clarifiers 1 and 6 and Primary Clarifier 3 operated with newly redesigned end trusses. FC 5 remains in emergency operation pending future repairs. The clarifier manufacturer presented the final clarifier structural analysis on November

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12, which is currently under review by NEW Water and Donohue. Preliminary findings indicate that additional structural modifications to the bridges and mechanisms will be required. In the next reporting period, the three clarifiers under construction are expected to be completed and returned to service. Ongoing evaluation of the structural analysis will determine necessary corrective actions and potential schedule impacts. Similar modifications are anticipated for primary clarifiers when that structural analysis is provided. Collaboration among the Owner, Engineer, Contractor, and Supplier will continue to resolve outstanding issues.

**e) GBF Administration Building AHU Project.**

B. Brown stated that following the Notice to Proceed on April 15, Hurckman secured an alternate equipment supplier to meet project specifications, resulting in delays that pushed the start of onsite construction to October 6. During the reporting period, demolition and replacement of HVAC equipment progressed on the Tunnel and Basement levels, including two small air handling units and two humidifiers supporting the Lab systems. Temporary equipment was installed to maintain data center conditions, and demolition of most HVAC equipment in the South rooftop mechanical room began in mid-November.

**14) October 2025 Financials.**

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

October's operating expenses were unfavorable to budget due to more expenditures than budgeted in plant maintenance, natural gas & fuel, and maintenance interceptors. Year-to-date, operating expenses have been favorable to budget, primarily due to lower expenditures than budgeted for contracted services, salaries & benefits, and power.

**15) October 2025 Operations Report.**

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

For the month, the solids processing facility generated 1,437 MWH of electricity. A total of 207,934 CCF of biogas was recovered, representing nearly 95% of the total volume produced. The remaining volume was sent through the waste gas flare. NEW Water received 800,211 gallons of high-strength waste.

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

**a) January Commission Meeting.**

The next meeting will be held on January 28, 2025, at 8:30 a.m. via a hybrid meeting.

**b) December Commission Meeting.**

There will be a Commission meeting held on December 4, 2025, for the purpose of the Compensation Review of the Executive Director.

**c) Nominating Commission President and Secretary for the Election at the January 2026 Meeting.**

N. Qualls asked Commissioners to consider nominations of Commission President and Secretary for the January 2026 meeting.

**d) Disclosure of Related Party Transactions.**

A copy of the Disclosure of Related Party Transactions form was provided to each Commissioner for the 2025 year.

**e) Americans with Disabilities Act (ADA) Compliance Update.**

NEW Water is currently taking a phased approach to enhance accessibility and achieve compliance; as part of this effort, our branded font will be changed from "Arial Narrow" to "Arial." The new font will be used in the January 2026 Commission packet.

**f) Pretreatment Program Audit.**

On September 19, 2023, the Wisconsin Department of Natural Resources (WDNR) conducted a compliance audit of the NEW Water Industrial Wastewater Pretreatment Program to evaluate compliance with Title 40 Code of Federal Regulations Part 403 – General Pretreatment Regulations for Existing and New Sources of Pollution and Wisconsin Administrative Code Chapter NR211 – General Pretreatment Requirements. Findings and Recommendations from this audit were provided to NEW Water on October 31, 2025. Staff is working with the WDNR to clarify and address any required program changes. NEW Water is required to submit a written response to the WDNR on or before December 3, 2025.

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**g) Promoting Water & Careers.**

NEW Water partnered with the Green Bay Water Utility again for the Annual Find Your Inspiration event, which is aimed at 8<sup>th</sup> graders to learn more about careers from area employers.

**h) Project Demonstration.**

On November 4 and 10, NEW Water hosted demonstrations of construction technologies being used in the Downtown Interceptors Renewal Project. NEW Water municipal partners, as well as representatives from the Wisconsin Department of Natural Resources, attended these demonstrations, led by NEW Water contractors.

**i) FVTC Board Appointment.**

NEW Water Treatment Lead Aaron Eichhorst has joined the Fox Valley Technical College's (FVTC) Natural Resources Department Advisory Committee Board.

**j) Brown County Household Hazardous Waste Information Update.**

A table was provided to the Commission that summarizes annual mercury collection efforts conducted by other entities across the state.

**k) Promotion of Bob Brown from Staff Engineer to Engineering Services Manager.**

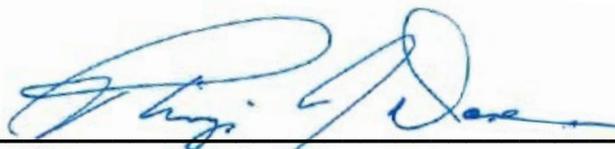
Bob Brown was promoted to Engineering Services Manager on November 9, 2025.

**l) Promotion of Riley Taube from Operator II to Operator III.**

Riley Taube was promoted from Operator II to Operator III on November 23, 2025.

There being no further business to come before the Commission, the meeting adjourned at 9:55 a.m.

**GREEN BAY METROPOLITAN SEWERAGE DISTRICT**



**Secretary**