

AGENDA
GREEN BAY METROPOLITAN SEWERAGE DISTRICT
COMMISSION MEETING

January 28, 2026

**A hybrid meeting will be held both via Zoom Videoconference
and in the Daniel J. Alesch Training Center
2231 N. Quincy Street**

If a member of the public would like to participate in the meeting via Zoom, please contact NEW Water at (920) 432-4893 for access to the videoconference.

Vision: Protecting our most valuable resource, water

- 1) Election of Officers. (N. Qualls)
- 2) Safety Moment. (N. Qualls)
- 3) Approval of minutes of the Commission meeting held November 20, 2025, December 3, 2025 and December 4, 2025. (N. Qualls)
- 4) Request Commission approval of Employee Handbook Revisions. (E. Tietyen)
[Click Here: Memo](#)
[Click Here: Attachment](#)
- 5) Request Commission approval for the Executive Director to conclude negotiations (P. Wescott) concerning the language of the draft agreement with AiGent for participation in the Midcontinent Independent System Operator (MISO) Demand Response Program and execute the documents once finalized.
[Click Here: Memo](#)
[Click Here: Attachment](#)
[Click Here: Attachment](#)
- 6) Sewer Plan Approvals: (L. Sarau)
[Click Here: Memo](#)
 - a) Village of Bellevue, Project #250093, GBMSD Request #2026-01
[Click Here: Village of Bellevue Map](#)
[Click Here: NEW Water Map](#)
 - b) City of De Pere, Annual 2026 Projects, GBMSD Request #2026-02
[Click Here: Project List](#)
[Click Here: City of De Pere Location Map](#)
[Click Here: City of De Pere Site Map](#)

- c) City of Green Bay, Pavement X-26, GBMSD Request #2026-03
[Click Here: City of Green Bay Map](#)
[Click Here: NEW Water Map](#)
- d) Village of Howard, Project #26006, GBMSD Request #2026-04
[Click Here: Village of Howard Map](#)
[Click Here: NEW Water Map](#)

7) 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) 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) Discrimination complaint filed by former employee.

8) Reconvene in open session.

9) Update of projects:

- a) Quarterly Project Update. (L. Sarau)
[Click Here: Report](#)
- b) East River Interceptor Renewal Project. (M. McGuire)
[Click Here: Report](#)
- c) Downtown Interceptor Renewal Project. (M. McGuire)
[Click Here: Report](#)

10) November 2025 Financials. (C. Mueller)

[Click Here: Memo](#)
[Click Here: Income Statement](#)
[Click Here: Income Statement Legends](#)
[Click Here: Statement of Net Position](#)
[Click Here: Statement of Net Position Legends](#)

11) November and December 2025 Operations Report. (P. Wescott)

[Click Here: Memo](#)
[Click Here: Effluent Report – Green Bay Facility](#)
[Click Here: Graph of Effluent Report](#)
[Click Here: Effluent Report – De Pere Facility](#)
[Click Here: Graph of Effluent Report](#)
[Click Here: R2E2 Energy Report](#)
[Click Here: R2E2 Energy Graph](#)

12) Executive Director's report: (N. Qualls)

[Click Here: Memo](#)

- a) February Commission Meeting.
- b) 2025 Merrit Statistics.

- c) NEW Water Volunteers.
- d) Sam Maroszek elected as WWOA LMD Vice Chair/Chair.
- e) Permit Required Stack Testing Schedule Adjustment – Cost Avoidance.
- f) Green Bay Facility Hot Oil Economizer Project.
- g) City of De Pere Common Council Presentation: Brown County Trail Extension Project.
- h) Team Promotions.
- i) Strategic Plan.

Memorandum

TO: Commission
Nate Qualls

FROM: Emily Tietyen

DATE: January 28, 2026

SUBJECT: Approval of Employee Handbook Revisions

Background

The NEW Water Employee Handbook is available to all employees and is one of the methods used to communicate expectations, working conditions, and benefits to our team. The handbook provides guidelines on the consistent administration of the policies and benefits offered, but it is not intended to be all-inclusive. This memo outlines proposed revisions to the NEW Water Employee Handbook, focusing primarily on the reorganization of elements and inclusion of new benefit offerings.

Recommendation

Staff is presenting the following changes to the handbook.

- Removal of sections related to salary administration. These sections were relocated to the Salary Administration Policy, which was approved by the Commission on June 25, 2025.
 - Section 15: Details on Premium Pay/Holiday. Overtime Policy remains in this handbook.
 - Section 20- Standby Pay
 - Section 21- Telephone Call Pay
 - Section 22- Call-In Pay
 - Section 30- Longevity Pay
- Addition of Section 26.7- Voluntary Critical Illness and Hospital Indemnity Plans. These two new voluntary plans were added to our 2026 benefits portfolio. These plans are 100% paid for by employees.
- Addition to Section 40, which states that regular and punctual attendance is an essential function of every role at NEW Water.
- Various grammatical updates, clarifications, and numerical reorganization of sections.

Commission Action

Request Commission approval of the revisions to the Employee Handbook.



Attachment

Employee Handbook



Employee Handbook

January 2026

Deleted: December 2024

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2231 N. Quincy Street
Green Bay, Wisconsin 54302

Table of Contents

INTRODUCTION	2
1.0 GENERAL PURPOSE OF THE EMPLOYEE HANDBOOK.....	3
2.0 EMPLOYMENT RECORDS REQUIREMENTS.....	3
3.0 EMPLOYMENT POLICIES.....	3
4.0 IDENTIFICATION BADGES AND SECURITY ACCESS PROTOCOL.....	4
5.0 TYPES OF EMPLOYMENT.....	5
6.0 NEW EMPLOYEE ORIENTATION PROGRAM.....	5
7.0 TERMINATION OF EMPLOYMENT.....	5
8.0 POSITION VACANCIES.....	6
9.0 DATE OF HIRE.....	6
10.0 CHANGE OF POSITION CLASSIFICATION.....	6
11.0 COMPENSATION.....	6
12.0 PERFORMANCE EVALUATIONS.....	7
13.0 EMPLOYEE PERSONNEL RECORDS.....	7
14.0 WORK HOURS (NONEXEMPT EMPLOYEES ONLY).....	8
<u>15.0 OVERTIME (NONEXEMPT EMPLOYEES ONLY).....</u>	<u>8</u>
<u>16.0 MEAL BREAKS (NONEXEMPT EMPLOYEES ONLY) – Refer to Wage and Hour Compliance Policy.....</u>	<u>9</u>
<u>17.0 REST BREAKS –Refer to Wage and Hour Compliance policy.....</u>	<u>9</u>
<u>18.0 CLEANUP TIME (NONEXEMPT EMPLOYEES ONLY).....</u>	<u>9</u>
<u>19.0 PARTIAL DAY ABSENCES (EXEMPT EMPLOYEES ONLY).....</u>	<u>10</u>
<u>20.0 VACATION.....</u>	<u>10</u>
<u>21.0 PERSONAL TIME OFF (PTO).....</u>	<u>12</u>
<u>22.0 BEREAVEMENT LEAVE.....</u>	<u>13</u>
<u>23.0 EXTENDED DISABILITY BANK (EDB).....</u>	<u>14</u>
<u>24.0 VOLUNTEERISM.....</u>	<u>15</u>
<u>25.0 HOLIDAY.....</u>	<u>16</u>
<u>26.0 INSURANCE BENEFITS.....</u>	<u>16</u>
<u>27.0 WISCONSIN RETIREMENT SYSTEM (WRS).....</u>	<u>19</u>

Deleted: 15.0 SHIFT COMPENSATION (NONEXEMPT EMPLOYEES ONLY).....	8¶
Deleted: 6	
Deleted: AND OTHER PREMIUM PAY	
Deleted: 17	
Deleted: 18	
Deleted: 19	
Deleted: ¶	
20.0 STANDBY DUTY (NONEXEMPT EMPLOYEES ONLY).....	9¶
21.0 TELEPHONE CALLS WHILE OFF DUTY (NONEXEMPT EMPLOYEES ONLY).....	9¶
22.0 CALL-IN TIME (NONEXEMPT EMPLOYEES ONLY).....	10
Deleted: 23	
Deleted: 24	
Deleted: 25	
Deleted: 26	
Deleted: 27	
Deleted: 28	
Deleted: 29	
Deleted: 30.0 LONGEVITY COMPENSATION – Applies only to employees hired prior to October 30, 2006	16¶
	31...
Deleted: 32	

<u>28.0</u>	PAID LEAVE CONVERSION PLAN (PLC).....	19	Deleted: 33
<u>29.0</u>	DEFERRED COMPENSATION.....	20	Deleted: 34
<u>30.0</u>	SAFETY AND HEALTH.....	20	Deleted: 35
<u>31.0</u>	UNIFORMS, PROTECTIVE CLOTHING, AND SAFETY EQUIPMENT.....	20	Deleted: 36
<u>32.0</u>	DRESS CODE AND PERSONAL APPEARANCE.....	21	Deleted: 37
<u>33.0</u>	VACCINATIONS AND WELLNESS ASSESSMENTS.....	21	Deleted: 38
<u>34.0</u>	WORKERS' COMPENSATION.....	21	Deleted: 39
<u>35.0</u>	EMPLOYEE ASSISTANCE PROGRAM (EAP).....	22	Deleted: 40
<u>36.0</u>	TIME AND ATTENDANCE.....	22	Deleted: 41
<u>37.0</u>	PAY PERIODS AND PAYROLL PROCESSING.....	23	Deleted: 42
<u>38.0</u>	LEAVES OF ABSENCE.....	23	Deleted: 43
<u>39.0</u>	JURY DUTY.....	25	Deleted: 44
<u>40.0</u>	UNAUTHORIZED ABSENCE.....	25	Deleted: 45
<u>41.0</u>	SPECIAL CONDITIONS.....	25	Deleted: 46
<u>42.0</u>	EMPLOYEE CODE OF ETHICS.....	25	Deleted: 47
<u>43.0</u>	CORRECTIVE DISCIPLINE.....	26	Deleted: 48
<u>44.0</u>	DISCIPLINE/TERMINATION GRIEVANCE POLICY.....	26	Deleted: 49
<u>45.0</u>	WORKPLACE SAFETY GRIEVANCE POLICY AND PROCEDURE.....	26	Deleted: 50.0
<u>46.0</u>	DRUG AND ALCOHOL POLICY.....	26	Deleted: 51.0
<u>47.0</u>	WORKPLACE VIOLENCE POLICY.....	31	Deleted: 52.0
<u>47.0</u>	MANAGEMENT RIGHTS.....	32	Deleted: 53.0

VISION STATEMENT

Protecting our most valuable resource, water.

MISSION STATEMENT

Water resource utility serving Northeast Wisconsin through pollution prevention, operational innovation, and community outreach.

CULTURE ATTRIBUTES

- **SAFETY** is our most important value.
- We **RESPECT** and value diverse individuals and perspectives.
- One **TEAM** that communicates openly and honestly while encouraging and supporting one another in achieving common goals.
- Leaders in the **ENVIRONMENT** always looking beyond compliance.



INTRODUCTION

This handbook contains statements of Human Resources policies, procedures, and benefits. It is designed to be a working guide in the day-to-day administration of NEW Water's Human Resources programs. Any policy in the NEW Water Employee Handbook may be modified, revised, eliminated, or cancelled as management deems necessary.

The January 2026 Employee Handbook supersedes any previous manual and is only changed in writing by the Executive Director.

Deleted: December 2023

It is the responsibility of management to administer these policies in a consistent and impartial manner.

Management believes it is important that you fully understand your duties and responsibilities, as well as what working conditions and benefits you can expect as a part of the NEW Water organization. This handbook was developed to convey this information to you. It includes a brief summary of some of the benefits available to you as a NEW Water employee. The intent of this handbook is to provide guidelines on the administration of the benefits listed, but is not all-inclusive. More detailed information can be found in related Human Resources Policies.

NEW Water reserves the sole and exclusive right to interpret the meaning and intent of the policies and procedures set forth in this handbook, subject to the Grievance Procedures described herein.

This Employee Handbook shall not be considered an employment contract. Further, the employment of employees covered under the provisions of this handbook is considered "at will employment" and as such may be terminated by the employee at any time and for any reason, as well as by NEW Water at any time and for any reason.

Suggestions on how to improve working conditions, policies, or practices are always welcome.

1.0 GENERAL PURPOSE OF THE EMPLOYEE HANDBOOK

1.1 The general purpose of this handbook is to provide and promote positive working relationships and cooperation among all employees within which our Culture of Safety, Respect, Team, and Environment may flourish. It is the duty of all employees to cooperate fully, individually, and jointly to implement the policies and procedures of NEW Water.

1.2 Certain guidelines within this handbook apply only to some divisions and departments. Definition of divisions and departments shall be as follows:

1.2.1 Division is a major area or category of activity and responsibility, such as: Business Services Division, Operations Division, Technical Services Division, and Environmental Programs Division.

Deleted: : Business

1.2.2 Department is a general functional area of unit responsibility within a Division, such as: Engineering Services Department or Field Services Department within the Technical Services Division; Maintenance Department or Treatment Department within the Operations Division.

Deleted: : Engineering

2.0 EMPLOYMENT RECORDS REQUIREMENTS

2.1 All employees must provide the following information upon hire:

- Full name
- Social Security number
- Telephone number
- Current address
- Date of birth
- Valid driver's license
- Marital status
- Emergency contact person and phone number
- Bank account information for direct deposit
- Completed I-9 form to verify employment eligibility in the U.S.
- Completed and electronically signed Employment Application form

2.2 Employees with changes in address, telephone number, marital status, etc. should update their information via the Employee Self Service (ESS) within 30 days of the change.

2.3 All new hires must pass a post-offer, pre-placement health assessment and drug screen.

2.4 Fitness-for-duty assessments for current employees will only be required at the direction of the Executive Director and the Health, Safety and Security Coordinator, in conjunction with the Human Resources Manager, and in compliance with federal and state law. If NEW Water determines a fitness-for-duty assessment is necessary for a current employee, the employee's participation in the assessment will be mandatory.

3.0 EMPLOYMENT POLICIES

3.1 Equal Employment

NEW Water provides equal employment opportunities (EEO) to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color,

religion, sex, national origin, age, disability status, sexual orientation, gender identity or expression, genetics, protected veteran status, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

3.2 Anti-Harassment & Anti-Bullying Policy

All NEW Water employees should expect to work in an environment free of discrimination and harassment. Any form of workplace harassment based on characteristics protected by federal, state, or local law is strictly prohibited. Engaging or participating in harassment or failing to report harassment may result in discipline up to and including termination. Any questions about NEW Water's anti-harassment policy should be directed to an immediate manager/director or the Human Resources Manager. NEW Water will not retaliate against employees for reporting harassment or for inquiring about this policy. Refer to the Anti-Harassment & Anti Bullying Policy for specific guidelines.

4.0 IDENTIFICATION BADGES AND SECURITY ACCESS PROTOCOL

4.1 Identification Badges (ID)

All NEW Water employees are issued identification (ID) badges, which also contain the site access security card. The ID badges are the property of NEW Water and each employee is responsible for the safe keeping of their badge. If the employee's ID badge is forgotten on a given day, additional ID badges will be available through the Reception Desk and will be loaned to employees for a 24-hour period. After 24 hours, the original badge will be considered lost or misplaced. If it is lost or misplaced, please notify the Health, Safety and Security Coordinator immediately so access is denied for that badge. If the badge is lost, the first one will be replaced free of charge; after the first replacement, employees will be charged the replacement value for any subsequent replacement badge.

All employees are required to wear the ID badges while on site at the Green Bay and De Pere locations. The ID badge will also serve as identification for those employees who need to work off site and are requested to have documentation that they are NEW Water employees.

The ID badge will be worn between the shoulders and waistline and be visible during the normal course of duties. For safety purposes, it is permissible to temporarily put the ID badge in a pocket if the working conditions dictate this need (i.e. extremely dirty, moving machinery, and working with electrical circuits). It is the employee's responsibility to have the ID badge on their person at all times, and, if not visible, be able to produce the badge for identification.

4.2 Cyber Keys

Cyber keys are issued to specific employees for access to restricted areas. The first lost or misplaced Cyber key will be replaced by NEW Water; after the first replacement, employees will be charged the replacement value for any subsequent replacement Cyber key. Should the employee find their misplaced Cyber key and return it in useable condition to NEW Water, they will be reimbursed the amount paid at the time of replacement. The Maintenance Manager is responsible for the Cyber key program and is the person to contact.

5.0 TYPES OF EMPLOYMENT

- 5.1 Regular full-time employees: Individuals who are regularly scheduled to work 40 hours per week for an extended period of time. **Deleted:** : Individuals
- 5.2 Regular part-time employees: Individuals who are regularly scheduled to work less than 40 hours per week for an extended period of time. **Deleted:** : Individuals
- 5.3 Limited term full-time employees: Individuals who are regularly scheduled to work 40 hours per week for a temporary time period, typically not to exceed 12 months. In certain circumstances, duration may be longer due to certain projects. Extended duration must be pre-approved by the Executive Director. **Deleted:** : Individuals
- 5.4 Limited term part-time employees: Individuals who are regularly scheduled to work less than 40 hours per week, for a temporary time period, typically not to exceed 12 months. In certain circumstances, duration may be longer due to certain projects. Extended durations must be pre-approved by the Executive Director. **Deleted:** : Individuals
- 5.5 Seasonal employees: Individuals who work on a temporary, part-time basis that typically do not continue year-round but return during certain times of the year, i.e., summer and winter breaks. May renew from year to year. **Deleted:** : Individuals
- 5.6 Intern/Student employees: Individuals who work on a temporary, part-time basis of typically not more than a 24-month duration working 1,150 hours or less per 12-month period. By definition, these are students or recent graduates undergoing supervised practical training in a related field of study. **Deleted:** : Individuals
- 5.7 Casual employees: Individuals employed on an as-needed basis but less than 1,000 hours per year. **Deleted:** : Individuals
- 5.8 Shift employees: Individuals employed in any of the above-listed capacities who are assigned to jobs that require 24 hours/day coverage, seven days/week. **Deleted:** : Individuals
- 5.9 Non-shift employees: Individuals employed in any of the above-listed capacities who are not assigned to jobs that require 24 hours/day coverage, seven days/week. **Deleted:** : Individuals

6.0 NEW EMPLOYEE ORIENTATION PROGRAM

- 6.1 All new employees will participate in the organizational New Employee Orientation Program upon start of employment. The purpose of the orientation program is to help new employees build a foundation of knowledge about NEW Water's vision, mission, culture, objectives, goals, policies, organization structure, and functions; become acquainted with job duties, work areas, and policies and practices of their respective departments and other departments of NEW Water; and to make a successful adjustment to their new job. Refer to the Orientation Program Policy for specific guidelines.

7.0 TERMINATION OF EMPLOYMENT

- 7.1 When an employee voluntarily terminates employment, the employee is expected to give a minimum of two weeks written notice to the manager/director. Managers and directors are expected to give a minimum of four weeks written notice to the director/Executive Director.

- 7.2 A terminated employee shall be paid all amounts earned and benefits accrued through their last day worked. Refer to Section [28.0](#) for information regarding accrued benefits at time of retirement.
- 7.3 Terminated employees are expected to return all equipment, supplies, keys, etc. supplied by NEW Water. NEW Water may bill terminated employees for any unreturned items.
- 7.4 The last day worked is the termination date for employment record and benefit purposes.

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8.0 POSITION VACANCIES

- 8.1 Determining when a vacancy exists and whether or not a vacancy will be filled rests solely with the Executive Director.
- 8.2 In general, position vacancies, including newly created positions, will be posted internally at least seven calendar days. Internal and external recruitment may occur simultaneously.
- 8.3 Employees who desire to be considered for a position vacancy are requested to apply in writing in accordance with the vacancy posting. However, applicants may apply up through the completion of the interview process.
- 8.4 Various factors will be considered when evaluating applicants for a position vacancy including: [knowledge](#), training, experience, ability, skill, efficiency, and other work-related factors such as length of continuous service, work performance, and disciplinary history.

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9.0 DATE OF HIRE

- 9.1 Date of hire is the date an employee begins NEW Water employment. An individual transitioning from a temporary employment type to a regular full- or part-time position will receive a new hire date based on the effective date of the transition.

10.0 CHANGE OF POSITION CLASSIFICATION

- 10.1 NEW Water has the right to reassign any employee for any reason.
- 10.2 Any employee who voluntarily transfers to a new position may return to their former position within 30 calendar days of the transfer, if the former position has not been filled.
- 10.3 Refer to the Salary Administration Policy for specific policies pertaining to changes in position.

11.0 COMPENSATION

- 11.1 A compensation program has been developed for all positions. Under the program, each position has an established minimum and maximum rate of pay. Periodic studies are conducted in order to maintain each position at the proper level in relation to other positions within NEW Water, and comparable to those paid for similar work in the external market. Refer to the Salary Administration Policy for specific guidelines.
- 11.2 All positions are classified as exempt or nonexempt as defined by the Fair Labor Standards Act (FLSA).
 - 11.2.1 Nonexempt employees are eligible to receive overtime compensation in the form of overtime pay at the rate of one and one-half times their regular rate of pay for all hours worked in excess of 40 in a work week (overtime is not paid based on the number of hours worked in a given day).

11.2.2 Exempt employees are not covered by minimum wage and overtime requirements and are generally defined as executive, administrative, professional, and computer related field employees who are compensated at certain minimum levels on a salary basis of pay. Exempt employees are not eligible for overtime compensation. Exempt employees are expected to work the number of hours necessary to fulfill the responsibilities of their positions, and generally not less than 80 hours in a two week pay period.

11.3 Commitment to Proper Pay

11.3.1 NEW Water is committed to compliance with state and federal wage and hour law. NEW Water prohibits improper pay deductions as specified in 29 C.F.R. § 541.602(a) and other violations of the wage and hour laws. If an employee thinks an improper deduction has been made from their paycheck, they are required to notify Human Resources immediately. NEW Water will promptly investigate any complaints and take any necessary action to remedy wage and hour issues. There will be no retaliation against anyone who, in good faith, makes a complaint under this policy.

12.0 PERFORMANCE EVALUATIONS

12.1 Upon hire, a new employee will be subject to a 90-calendar day initial evaluation period. A written evaluation is required at the end of the period. During this time, the new hire determines whether or not the position meets their expectations, and the direct supervisor determines whether or not the new hire possesses the knowledge, skills, and necessary competencies to perform the job functions, and the new hire's willingness to embrace NEW Water's commitment to Safety, Respect, Teamwork, and Environment. In certain circumstances, such as extended training periods, the initial evaluation period may be extended by up to three months.

12.2 Following the initial evaluation period, performance evaluations will be conducted at least annually, generally by the end of the third quarter of the calendar year.

13.0 EMPLOYEE PERSONNEL RECORDS

13.1 All employees have the right under appropriate supervision to inspect and receive a copy of records contained in their personnel, medical, and payroll files. All requests for employee personnel records must be made in writing and should be directed to Human Resources staff.

13.2 A personnel file includes employment application/resume; references; disciplinary records; letters of commendation; documentation of promotion, demotion, reclassification, transfers; annual performance evaluations; and other information used in the normal course of business related to NEW Water.

13.3 A medical file includes all medical information relating to an employee's medical history, examinations, assessments, and nurse's notes. Medical information is maintained in a separate file and kept apart from general personnel records.

13.4 A payroll file includes all information relating to payroll deductions, tax withholdings, and other information related to processing payroll.

13.5 To protect employee's personal identifiable information (PII), social security numbers will be concealed on documents maintained in personnel, payroll, and medical files.

14.0 WORK HOURS (NONEXEMPT EMPLOYEES ONLY)

14.1 Non-shift Employees

- 14.1.1 Workplace flexibility is provided while maintaining realistic work patterns that meet the needs of both NEW Water and employees. Employees interested in working alternative work schedules should discuss the possibility of such an arrangement with their manager. Managers may allow employees to work alternative work schedules where appropriate; however, the granting of alternative work hours shall not result in productivity, customer service, or administrative concerns. Refer to the Flexible Work Options Policy for specific guidelines.
- 14.1.2 The normal workweek for non-shift employees shall be 40 hours, Monday through Friday.
- 14.1.3 Managers are responsible to provide sufficient staff to perform essential work functions during the core period of 8:00 a.m. to 3:00 p.m., Monday – Friday, excluding authorized lunch breaks. Flexing of hours must be pre-approved by the manager and follow the guidelines established in the Flexible Work Options Policy.

14.2 Shift Employees

- 14.2.1 Shift employees will be scheduled in such a manner as to provide 24 hours per day, seven days per week work coverage.

15.0 OVERTIME (NONEXEMPT EMPLOYEES ONLY)

15.1 Overtime

- 15.1.1 All overtime must be approved by the employee's manager.
- 15.1.2 Any time worked in excess of 40 hours per week shall be considered overtime and shall be compensated at the overtime rate, which is not less than one and one half times the employee's regular rate of pay as defined by the Fair Labor Standards Act (FLSA).
- 15.1.3 Non-working hours including personal time off (PTO), De Pere sick leave, and extended disability leave (EDB) are not counted as hours worked when calculating overtime hours. Other non-working hours as designated by administration may not be counted as hours worked.
- 15.1.4 Non-working hours including vacation, holidays (with the exception of Treatment shift employees), bereavement leave, and jury duty are counted as hours worked when calculating overtime hours.
- 15.1.5 Department managers retain sole discretion to adjust time off requests and establish flexible work hour schedules in order to mitigate unnecessary overtime.
- 15.1.6 Managers/directors will make a reasonable effort to evenly distribute opportunities for overtime to full-time NEW Water employees.

15.2 Work Schedule Reassignment

- 15.2.1 NEW Water shall attempt to provide at least a 12 hour notice prior to the start of the employee's reassigned shift. The new shift will then be considered the employee's

Deleted: 15.0 SHIFT COMPENSATION (NONEXEMPT EMPLOYEES ONLY)¶

15.1 A shift premium will be paid for time worked from 1500 hours to 0700 hours. The premium amount will be designated by the Executive Director and may be adjusted from time to time.¶
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regularly scheduled shift. If less than a 12 hour notice is given, the employee shall be compensated for call-in time as specified in Section 20.0 Standby Duty.

15.2.2 If an employee is provided at least a 12 hour notice of their new regularly scheduled shift and there was less than a 12 hour interval between the end of the prior regularly scheduled shift and the beginning of the new regularly scheduled shift, the employee will be compensated at the overtime rate of one and one half times the regular rate of pay for the hours worked on the first daily shift of their newly scheduled shift.

15.2.3 If NEW Water requires emergency work outside of the regularly scheduled shifts or workweeks, the employee shall report as required.

15.2.4 NEW Water reserves the right to reassign an employee to a different shift at its discretion.

16.0 MEAL BREAKS (NONEXEMPT EMPLOYEES ONLY) – refer to Wage and Hour Compliance Policy

17.0 REST BREAKS – refer to Wage and Hour Compliance Policy

18.0 CLEANUP TIME (NONEXEMPT EMPLOYEES ONLY)

18.1 Employees shall be entitled to a reasonable amount of paid cleanup time at the end of their work shift. Such time shall be established by divisions, and shall be determined by the available facilities and locations of the employee's assignment.

19.0 PARTIAL DAY ABSENCES (EXEMPT EMPLOYEES ONLY)

19.1 NEW Water's exempt employees are paid on a salaried basis and earn the same weekly wage regardless of the quantity of work. To maintain NEW Water's credibility with the public, NEW Water expects all exempt employees to work their regularly scheduled hours and any additional hours necessary to fulfill the responsibilities of their positions. Accordingly, if an exempt employee must be absent from the workplace for a continuous period of two hours or more during their regularly scheduled hours, they must request and utilize their paid leave benefits to cover the entire length of the absence.

20.0 VACATION

20.1 Regular full- and part-time and limited term full- and part-time employees will accrue vacation on the basis of their total paid hours per pay period. A maximum of 80 paid hours per pay period will be used to calculate vacation accrual. Accrual rates are based on years of continuous employment in accordance with the schedule below. The payroll year is defined as the time frame for which payment of wages earned is made in a calendar year (usually 26 pay periods per year). There is no accrual for unpaid leave from work.

Length of Continuous Employment	Total Vacation Hours per Year	Hours Accrued Per Pay Period (based on 80 hours)
Date of Hire through 2 years	120	4.615
3 years through 5 years	136	5.231
6 years through 9 years	152	5.846
10 years through 14 years	168	6.462
15 years through 19 years	184	7.077
20+ years	216	8.308

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16.3.1 Employees will be compensated at two times their base rate for hours worked on Sunday, except when the Sunday hours worked is a part of the employee's regularly scheduled shift or workweek and/or travel time designed as "travel away from home" by the Wage and Hour Division regulations (29 CFR § 785.39).¶

16.3.2 Telephone calls received on a Sunday are not eligible for Sunday premium.¶

16.4 Holiday Premium¶

16.4.1 In addition to eight hours holiday pay (refer to Section 28.0), employees who are required to work on a recognized legal holiday shall be paid two times their base rate for all hours worked.¶

16.4.2 Recognized holidays, for overtime purposes, shall be the calendar holidays regardless of the day of the week in which they fall (refer to Section 28.0).¶

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Deleted: 20.0 STANDBY DUTY (NONEXEMPT EMPLOYEES ONLY)¶

20.1 Employees assigned to Standby Duty shall be paid one hour at base rate for each eight-hour period of standby from the end of their regular shift on Friday to the beginning of their regular shift on Monday.¶

21.0 TELEPHONE CALLS WHILE OFF DUTY (NONEXEMPT EMPLOYEES ONLY)¶

21.1 A nonexempt employee who is not on paid Standby Duty but receives a work related telephone call outside of their regularly scheduled work hours shall be paid at base rate for the time actually spent on the telephone call, but not less than one hour. If the actual time spent on the telephone call is less than one hour, the one-hour guarantee shall be satisfied through a combination of the employee's regular compensation for actual time on the telephone call, plus an additional payment equal to the difference between one hour and the employee's actual time worked.¶

21.2 A nonexempt employee who is on paid Standby Duty and receives a work related telephone call shall be paid at base rate for the time actually spent on the telephone call.¶

21.3 In the event that the employee is required to physically report, Call-in Time compensation will apply rather than Telephone Call pay.¶

22.0 CALL-IN TIME (NONEXEMPT EMPLOYEES ONLY)¶

22.1 Employees called to work while on Standby (or due to an emergency) shall be paid a call-in allowance of three hours at straight time. In addition, these employees shall be guaranteed a minimum of three additional hours at base rate of pay, as follows: ¶

22.1.1 If an employee's actual time worked is at least three hours, the three-hour base rate guarantee shall be satisfied through the ...

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20.1.1 Employees are credited their full vacation balances at the beginning of the payroll year. Though balances are credited and available for use, vacation time is still earned/accrued each pay period in accordance with the schedule above. Details on pay outs and pay back of accrued leave are detailed below.

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20.1.2 Vacation banks may be in excess of 240 hours throughout the year, but will be reduced to 240 hours at the end of the payroll year. Vacation banks cannot exceed 240 hours at the end of the payroll year. Balances over 240 hours at the end of the payroll year will be cashed out with the stipulation that a combination of at least 80 PTO and vacation hours combined were used during the same payroll year. If the 80 hour usage stipulation is not met, vacation balances over 240 hours at the end of the year will be forfeited. The vacation cash payout is paid at the employee's base rate of pay and only available for payment on the pay date designated by NEW Water each year.

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20.1.3 Use of accrued vacation (or PTO) is required for time away from work. Unpaid time off will not be granted if vacation (or PTO) benefits are available, except by the extent allowed by law.

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20.1.4 Newly hired employees will receive a pro-rated amount of vacation based upon the number of pay periods that work is expected during their first payroll year.

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20.1.5 Part-Time and Limited Term employees will accrue vacation based upon their scheduled hours.

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20.2 Paid holidays falling within a paid vacation will not be charged against the earned vacation time for those who are not scheduled to work holidays. An employee whose regular work schedule includes working on a paid holiday may use vacation if the employee wishes to be off on that paid holiday.

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20.3 NEW Water shall have the right to establish and adjust vacation schedules.

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20.4 Employees will request vacation using the computerized time and attendance system. The request is emailed to the director/manager or designee for further action.

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20.5 Employees who leave the employment of NEW Water will have their actual accrued vacation balances calculated by HR; making any adjustments to the balance as necessary.

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20.5.1 An Employee who has a positive vacation balance after reviewing the current payroll year will have their balance paid out or converted to PLC at their current base hourly rate of pay.

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20.5.2 An employee who has a negative vacation balance after reviewing the current payroll year will have their used, but unearned vacation hours deducted from any other existing leave balances. If the employee's other existing leave balances are insufficient to cover the negative balance, NEW Water will then deduct the used, but unearned vacation hours from the employee's final paycheck at their current base hourly rate. If the employee's final paycheck, less minimum wage earnings, is insufficient to cover the negative vacation balance, then the terminating employee will be required to reimburse NEW Water in a timely manner.

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20.6 In the event of death of an employee who does not meet the minimum retirement age with the Wisconsin Retirement System (WRS), all accrued and unused vacation will be paid at the employee's base hourly rate of pay on the final pay date.

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20.7 In the event of death of an employee who does meet the minimum retirement age with the WRS, all accrued and unused vacation will be converted to credits and available to the spouse or eligible dependents for the payment of health insurance premiums based on the Paid Leave Conversion plan.

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21.0 PERSONAL TIME OFF (PTO)

21.1 Regular full- and part-time employees shall accrue personal time off (PTO) on the basis of their total paid hours per pay period. A maximum of 80 paid hours per pay period will be used to calculate PTO accrual. There is no accrual for unpaid leave from work. The PTO accrual rate per calendar year is as follows:

Type of Employee	PTO Hours Per Year	Hours Accrued Per Pay Period (based on 80 hours)
Non-Shift	84	3.230
Shift (Treatment Operators, II & III)	124	4.769

21.2 Employees are credited their full PTO balances at the beginning of the calendar year. Though balances are credited available for use, PTO time is still earned/accrued each pay period in accordance with the schedule above. Details on pay outs and pay back of accrued leave are detailed below.

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21.2 Newly hired employees will accrue PTO beginning the first day of hire. They will earn a pro-rated amount of PTO based upon the number of pay periods they work in their first payroll year.

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21.3 Part-Time employees will accrue PTO based on their scheduled hours.

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21.4 Employees will request PTO using the computerized time and attendance system. The request is emailed to the director/manager or designee for further action.

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21.5 PTO may be used to supplement vacation and for non-work related illness or injury, family medical emergencies, personal business, medical appointments, and extended bereavement leave. It can also be used simultaneously with Family Medical Leave.

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21.6 An employee's PTO bank will be zeroed out at the end of the payroll year. Specifically, at the end of the payroll year, any remaining PTO balance will be transferred to the Extended Disability Bank (EDB). In the event that the EDB maximum of 1,040 hours has been or will be reached, the remaining PTO balance will be cashed out. The PTO cash payout is paid at the employee's base rate of pay and only available for payment on the pay date designated by NEW Water each year.

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21.7 Use of accrued PTO (or vacation) is required for time away from work. Unpaid time off will not be granted if PTO (or vacation) benefits are available, except by the extent allowed by law.

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21.8 Employees who leave the employment of NEW Water will have their actual accrued PTO balances calculated by HR; making any adjustments to the balance as necessary.

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21.8.1 An Employee who has a positive PTO balance after reviewing the current payroll year will have their balance paid out or converted to PLC at their current base hourly rate of pay.

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21.8.2 An employee who has a negative PTO balance after reviewing the current payroll year will have their used, but unearned PTO hours deducted from any other existing leave balances. If the employee's other existing leave balances are insufficient to cover the negative balance, NEW Water will then deduct the used, but unearned PTO hours from the employee's final paycheck at their current base hourly rate. If the employee's final paycheck, less minimum wage earnings, is insufficient to cover the negative vacation balance, then the terminating employee will be required to reimburse NEW Water in a timely manner.

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21.9 In the event of death of an employee who does not meet the minimum retirement age with the Wisconsin Retirement System (WRS), all accrued and unused PTO will be paid at the employee's base hourly rate of pay on the final pay date.

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21.10 In the event of death of an employee who meets the minimum retirement age with the WRS, all accrued and unused PTO will be converted to credits and be available to the spouse or eligible dependents for the payment of health insurance premiums based on the Paid Leave Conversion plan.

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22.0 BEREAVEMENT LEAVE

22.1 In case of a death in the immediate family, all employees except those classified as seasonal, casual, and intern/student, will be allowed to take bereavement leave with pay. Full-time employees will be allowed to take up to 24 hours of bereavement leave with pay. Part-time employees will be allowed to take up to 24 hours of bereavement leave with pay on a pro-rated basis of scheduled hours. The bereavement leave will be paid for absences occurring on the employee's regular schedule between the date of death and two days following the day of the funeral. Seasonal, intern/student, and casual employees may request time off without pay.

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22.2 An employee's "immediate family" is defined as follows:

- Grandparents
- Parents and step-parents
- Siblings and step-siblings
- Siblings' spouses
- Spouse
- Spouse's parents
- Spouse's siblings and their spouses
- Children and their spouses
- Step-children and their spouses
- Grandchildren and step-grandchildren

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22.3 Bereavement leave of up to 8 hours will be allowed for the following:

- Great-grandparents
- Great-grandchildren and step-great-grandchildren
- Aunt and uncle
- Niece and nephew
- Other relative residing in employee's household

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22.4 An employee will notify their manager/director as soon as possible of the need to use bereavement leave.

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22.5 Use of vacation and/or PTO may be requested for additional time off for bereavement leave.

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22.6 Time off requests for bereavement are to be submitted through the automated time keeping system. Relationship to the immediate family member is required in the comments field.

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22.7 In the event that the death of an immediate family member occurs while an employee is on or scheduled to be on vacation, the employee is able to adjust the time off request from vacation/personal time off to bereavement pay for the eligible bereavement benefit hours.

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23.0 EXTENDED DISABILITY BANK (EDB)

23.1 EDB is funded annually through the transfer of unused PTO hours at year end. NEW Water matches the employee's transfer amount hour for hour, not to exceed the maximum allowed.

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23.2 The maximum EDB balance allowable for a regular full-time employee is 1,040 hours.

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23.3 The maximum EDB balance allowable for a regular part-time employee is pro-rated based on scheduled hours.

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23.4 Regular full-time employees will be able to access their EDB for personal non-work related illness or injury or family illness or injury only after using 24 contiguous work hours of PTO or vacation. Regular part-time employee's usage of EDB will be pro-rated based on the hours the employee is expected to work. Medical documentation from the employee's healthcare provider is required.

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23.5 The use of 24 contiguous work hours of PTO or vacation is waived if the absence qualifies as a Family Medical Leave (FML). Refer to the Family Medical Leave Policy for specific details. In instances when an employee is unable to return to work after exhausting FML and extended leave is approved, use of EDB may be continued without repeating another use of 24 contiguous hours of PTO or vacation requirement.

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23.6 The Executive Director has the authority to modify the 24-hour waiting period in extenuating circumstances that could affect the overall workforce, such as a pandemic.

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23.7 If an employee is absent from work because of personal non-work related illness or injury, or family illness or injury and has insufficient PTO or vacation to cover the waiting period, the employee will be required to take an unpaid leave of absence for the balance of the 24-hour waiting period.

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23.8 If a holiday occurs during a period in which an employee is collecting EDB, holiday pay shall be substituted for EDB in fulfilling workweek requirements. Shift workers scheduled to work 12 hours on the holiday may choose to use four hours of EDB in order to meet the workweek minimum requirement.

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23.9 Employees who leave the employment of NEW Water will receive 50% of their EDB balance at their base hourly rate of pay.

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23.9.1 The EDB balance of employees who meet the eligibility requirements of NEW Water's Paid Leave Conversion Plan will be adjusted by 50% and converted to credits per the plan.

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23.9.2 The EDB balance of employees who do not meet the eligibility requirements of NEW Water's Paid Leave Conversion Plan will be adjusted by 50% and paid as a lump sum cash payment.

23.10 In the event of death of an employee who does not meet the minimum retirement age with the Wisconsin Retirement System (WRS), 50% of the EDB balance will be paid at the employee's base hourly rate of pay on the final pay date.

23.11 In the event of death of an employee who meets the minimum retirement age with the WRS, 50% of the EDB balance will be converted to credits and be available to the spouse or eligible dependents for the payment of health insurance premiums based on the Paid Leave Conversion plan.

24.0 VOLUNTEERISM

24.1 NEW Water recognizes the value of volunteering and encourages employees to become involved in their communities by lending their voluntary support to programs that positively impact the quality of life in Northeast Wisconsin. The following guidelines are for NEW Water's employees who serve as volunteers in 501(c) (3) non-profit community programs that are either of personal interest or are through district-sponsored initiatives. Employees should use the [Volunteer Center of Brown County](#) as a reference point for appropriate programs to volunteer with. Human Resources is available to assist if there are questions on the eligibility of an organization.

24.2 Eligibility

All full-time, part-time employees are eligible to participate in this program. Employees are ineligible if they have received disciplinary action within 3 months of the date of requested volunteering, are on a Performance Improvement Plan, or are on a leave of absence.

24.3 Program Details

24.3.1 Employees may take up to 8 hours of paid time off each year to participate in volunteer opportunities.

24.3.2 Volunteer organization must be a qualified 501(c) (3) tax exempt organization.

24.3.3 Time may be used in no less than 1 hour increments.

24.3.4 Time must be submitted via the Time and Attendance System and approved by the employee's direct manager prior to the time being taken.

24.3.5 Staff must utilize the comments area to indicate the organization and activity.

24.3.6 Time used for volunteering does not account towards weekly overtime calculations.

24.3.7 Volunteer time will not conflict with peak work schedules or work-related events.

24.3.8 Volunteer paid time off must be used during regularly scheduled work hours. Events outside of normal working hours will not be paid under this program.

24.3.9 Volunteer hours do not carry over into the next calendar year. Any unused hours will be forfeited.

25.0 HOLIDAY

25.1 All regular full- and part-time and limited term full- and part-time employees will receive holiday pay of no more than eight hours under the following conditions:

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26.1.1 The employee either worked, was on paid leave status, or a combination of the two, the entire shift for the last scheduled workday preceding the holiday and the first scheduled workday following the holiday.

25.1.2 For regular part-time and limited term part-time employees, holiday pay eligibility will be based on the hours they would have normally been scheduled to work on the holiday (e.g., five hours). However, the holiday pay may not exceed eight hours.

25.2 The following days will be considered paid calendar holidays: New Year's Day, Martin Luther King Jr. Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, and Christmas Day.

25.3 To recognize staff who do not formally celebrate standard recognized NEW Water Holidays 2 Floating Holidays will be granted each year. These holidays should be used in recognition of personally significant days of celebration. Floating holidays do not accrue towards overtime and shall be used in 8 hour increments. Unused floating holidays do not roll over to subsequent years and are not eligible for payout if unused.

25.4 The following days will be considered paid observed holidays, except for shift employees in the Treatment Department who are paid based on calendar holidays:

25.4.1 If a holiday falls on Saturday, Friday will be the observed holiday; if a holiday falls on Sunday, Monday will be the observed holiday.

25.4.2 If Christmas Eve and Christmas Day fall on Friday-Saturday, Saturday-Sunday, or Sunday-Monday, the observed holidays will be on Thursday-Friday, Friday-Monday or Monday-Tuesday, respectively.

25.5 Time records will reflect the holiday on the date of the actual holiday for administrative purposes.

25.6 For certain holidays, employees may opt to work on the holiday and take a different day off. This will be limited only to holidays as determined by the organization and may vary from year to year.

25.7 Refer to the Flexible Work Options policy for guidelines to supplement holiday pay for work schedules greater than an eight hour day.

26.0 INSURANCE BENEFITS

26.1 Health Insurance

26.1.1 NEW Water offers a comprehensive health insurance program.

26.1.2 All eligible employees, retirees, and survivors, are eligible for health insurance benefits in accordance with plan documents.

26.1.3 NEW Water holds annual open enrollment meetings to provide information on plan design and eligibility requirements.

26.1.4 The employer premium sharing policy is approved by the Commission on an annual basis. The employer premium cost share will be reduced for participants in the health program working less than 64 hours per pay period based on the following schedule:

Scheduled Hours per Pay Period	Employer Premium Share	Employee Premium Share
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Deleted: 30.0 LONGEVITY COMPENSATION – Applies only to employees hired prior to October 30, 2006¶
 30.1 Longevity compensation paid as of January 1, 2012, will not be adjusted.¶
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64 - 80	85% /83.5%	15% /16.5%
63 - 32	50%	50%
Below 32	25%	75%

26.1.5 Worked hours will be reviewed periodically by Human Resources to assure appropriate premium share.

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26.1.6. Employee premium share will be paid via payroll deductions the month preceding coverage.

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26.1.7 Retirees, under age 65, participating in the NEW Water Health Insurance Program, at the time of retirement are offered the opportunity to continue health insurance. Additionally, those retiring have the option to enroll in the Local Annuitant Health Plan through ETF if they begin receiving pension payments immediately upon retirement. Information regarding the continuation of health insurance for retirees is available on the Employee Trust Fund website at etf.wi.gov.

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26.1.8 Employees who waive NEW Water Health Insurance due to other coverage may be eligible for an Opt-Out Incentive.

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26.2 Dental Insurance

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26.2.1 NEW Water provides the opportunity for enrollment in a group dental plan. Regular and limited term full-time and regular part-time employees expected to work 30 hours or more per week are eligible. Information explaining the plan is available from the Human Resources department.

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26.2.2 Effective date of coverage is the first of the month following employment in an eligible position working 30 or more hours per week.

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26.2.3 The employer premium sharing policy is determined on an annual basis. Employees who work less than 40 hours per week will have the employer premium sharing pro-rated based on the number of hours the employee is expected to work. Employee premium sharing will be paid via payroll deductions the month preceding coverage.

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26.2.4 NEW Water provides retirees the opportunity to continue dental coverage until the time they become eligible for Medicare or until the time they become covered under another dental plan, whichever comes first. Retirees are responsible for paying 100% of the premium.

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26.2.4.1 Spouses of retirees are eligible until the time they become eligible for Medicare, are divorced, or become covered under another dental plan, whichever comes first. Retirees' spouses are responsible for paying 100% of the premium.

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26.2.4.2 Surviving spouses of retirees are eligible until the time they become eligible for Medicare or become covered under another dental plan, whichever comes first. Surviving spouses are responsible for paying 100% of the premium.

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26.2.4.3 Cancellation of dental coverage will occur the first of the month following nonpayment of premiums.

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26.2.4.4 Retirees and spouses will have a one-time opportunity to continue coverage (as defined above). If the initial decision is to decline coverage, the decision is final and coverage cannot be obtained at a later date.

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26.3 Long-Term Disability Insurance (LTD)

26.3.1 NEW Water provides LTD insurance coverage. Regular and limited term full-time and regular part-time employees expected to work 30 hours or more per week are eligible.

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26.3.2 Effective date of coverage is the first of the month following employment in an eligible position working 30 or more hours per week.

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26.3.3 Information pertaining to the plan is available from the Human Resources department.

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26.3.4 NEW Water pays 100% of the LTD premiums.

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26.3.5 Coverage lapses at termination, effective last day worked.

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26.4 Life Insurance

26.4.1 NEW Water is a participating employer under the Wisconsin Public Employers' Group Life Insurance Program administered by the Wisconsin Department of Employee Trust Funds (ETF).

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26.4.2 Information pertaining to the plan is provided in the ETF "The Wisconsin Public Employers Group Life Insurance Program" booklet (ET-2101), and on the ETF website, etf.wi.gov.

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26.4.3 Eligibility for participation in the life insurance plan requires eligible participation in the Wisconsin Retirement System (WRS). Effective date of coverage is the first day of the month following 30 days from the date of hire or enrollment in the WRS.

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26.4.4 NEW Water pays 100% of the premiums for basic term life insurance. When first insured, the basic term life insurance is equal to the projection of your earnings for the next twelve months rounded to the next higher \$1,000. Upon annual renewal, the amount of basic term life insurance is based on the higher of the previous estimated earnings or the actual earnings in the previous calendar year rounded to the next higher \$1,000. Any amount over \$50,000 may have income tax implications.

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26.4.5 Employees may voluntarily purchase additional, supplemental, and/or spouse/dependent insurance coverage through payroll deduction. Costs of these optional coverages are paid 100% by the employee.

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26.5 Voluntary Vision Insurance

26.5.1 NEW Water offers a voluntary vision program for eligible employees. Regular and limited term full-time and regular part-time employees expected to work 30 hours or more per week are eligible. Costs of the plan are paid 100% by the employee.

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26.5.2 Effective date of coverage is the first of the month following employment in an eligible position working 30 hours or more per week.

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26.6 Voluntary Accident Insurance

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26.6.1 NEW Water offers a voluntary accident insurance program for employees eligible for the Wisconsin Retirement System. This benefit provides a lump-sum cash payment directly to the employee if injured in a covered accident. Costs of the plan are paid 100% by the employee.

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26.6.2 Effective date of coverage is the first of the month following employment.

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26.7 Voluntary Critical Illness & Hospital Indemnity Insurance

26.7.1 NEW Water offers voluntary Critical Illness and Hospital Indemnity Insurance Plans for eligible employees. These benefits provide lump sum cash payments paid directly to the employee with a qualified claim. Cost of these plans are 100% employee paid.

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27.0 WISCONSIN RETIREMENT SYSTEM (WRS)

27.1 The WRS Retirement Benefit is a pension plan that is intended to provide eligible employees with a lifetime retirement payment. Information pertaining to the plan is provided in the ETF "Your Benefit Handbook"(ET-2119), and on the ETF website, etf.wi.gov.

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27.2 As defined by WRS, eligible employees will pay 50% of the WRS contribution on a pretax basis. NEW Water pays a 50% portion of the WRS contributions. Distribution of funds must conform to WRS provisions. The employee and employer contribution rates are determined annually by the WRS.

28.0 PAID LEAVE CONVERSION PLAN (PLC)

28.1 The PLC program converts the value of unused vacation, unused PTO, and 50% of the EDB balance to credits at the time an employee experiences a change in employment status as described in 28.1 below. The credits are to be used for the payment of health insurance premiums for the employee and/or their spouse or dependents that meet the support tests for federal income tax purposes.

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28.2 Employee must be a WRS participant to be eligible for PLC.

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28.3 Employees meeting minimum retirement age with the WRS must participate in the PLC program upon the earlier of:

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28.3.1 Termination of employment. PLC credits will be calculated on the base wage rate at time of termination.

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28.3.2 Transfer from a regular full- or part-time position to a non-regular position, such as LTE. PLC credits will be calculated at the time of transfer on the base wage rate of the regular position that the employee is vacating. The calculated balance will be held until termination from employment, and combined with any additional credits earned during the remainder of employment in the non-regular position.

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28.4 PLC credits are only available for use following termination of employment.

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28.5 In the event of death of the retiree, PLC credits will be available to their spouse or eligible dependents. Any remaining PLC balance will be forfeited if there is no surviving spouse or eligible dependents.

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28.6 Credits may be used for the payment of health insurance premiums only. Under no circumstances may the employee or their spouse or dependents receive any of the amounts in cash. **Deleted: 33**

28.6.1 Payments of premiums for continuing coverage through NEW Water's Health Plan will be made directly by NEW Water. **Deleted: 33**

28.6.2 NEW Water will reimburse the employee or their spouse or dependents for payments of premiums to health insurance providers other than the NEW Water's Health Plan upon receiving proof of coverage and proof of payment. **Deleted: 33**

28.6.3 The dollar value of credits generally will not be taxable income. However, if reimbursement is for other health insurance coverage already being provided on a pre-tax basis (e.g. through the cafeteria plan of a spouse), the potential tax consequences of your participation in the PLC program should be discussed with a tax or legal advisor. **Deleted: 33**

28.7 Credits that are not used by the employee or their spouse or dependents for payment of health insurance premiums within 15 years after the employee leaves the employment of NEW Water will be forfeited. **Deleted: 33**

29.0 DEFERRED COMPENSATION

29.1 All employees have the option of participating in the Wisconsin Deferred Compensation (WDC) Program. This supplemental retirement savings program is regulated by Section 457 of the Internal Revenue Code which sets forth certain limitations and restrictions that must be followed, including the amount of compensation that can be deferred as well as when and how account balances can be distributed. Information explaining the program is provided on the WDC website at www.wdc457.org. **Deleted: 3**
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29.2 Employees pay 100% of the contribution. **Deleted: 3**
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30.0 SAFETY AND HEALTH

30.1 NEW Water will administer a comprehensive safety and health program to assure that all measures are taken to eliminate or control the exposure of NEW Water employees to hazards and to protect employees from injury or loss. NEW Water will comply with all applicable state, federal and local safety codes and legislation. **Deleted: 35**

30.2 Management will enforce the safety and health regulations, promote safety awareness, and provide appropriate employee training. **Deleted: 35**

30.3 Employees are issued safety and health rules and are required to follow them in the performance of their position duties. **Deleted: 35**

30.4 NEW Water supports a non-tobacco policy on NEW Water property. Refer to the Smoking/Tobacco Policy for specific guidelines. **Deleted: 35**

31.0 UNIFORMS, PROTECTIVE CLOTHING, AND SAFETY EQUIPMENT

31.1 NEW Water will provide work uniforms for employees as deemed appropriate. **Deleted: 36**
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31.1.1 Employees who are provided uniforms by NEW Water are required to wear the uniforms during their normal schedule and use the laundry service as provided. Uniforms are not to be worn outside the routine work environment. **Deleted: 36**

31.2 NEW Water will provide suitable rain and foul weather clothing and other protection needed in the performance of an employee's position assignment.

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31.3 NEW Water will determine the need for, and type of, safety equipment and/or protective clothing to be worn or used by employees and will contribute all or part of the cost for such items.

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31.3.1 Employees may purchase approved safety shoes and safety glasses within the guidelines of the Safety Shoes and Safety Glasses Policy.

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31.3.2 Safety shoes are required in all areas while working except:

- Designated offices (areas where only paper and administrative work is involved)
- Lunch Room Facilities
- Employee Restrooms
- Employee parking lots walking to and from personal/NEW Water vehicles
- Walking to and from work between the yellow lines in the Solids building
- Walking to and from work between the yellow lines in the Maintenance building
- Walking in the Administration building north stairwell basement area to Field Services/Treatment offices
- Walking through the main (South) entrance to the Lab Conference Room

31.4 NEW Water will train employees on the proper and safe use of all safety equipment.

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31.5 It will be the employee's responsibility to abide by all safety rules, regulations, and proper use of the safety equipment.

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32.0 DRESS CODE AND PERSONAL APPEARANCE

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32.1 The culture of NEW Water provides for a comfortable, casual work environment. Employees are expected to use common sense and exercise good judgment in wearing personal dress attire while at work, knowing they are representatives of NEW Water. Refer to the Dress Code Policy for specific guidelines regarding appropriate work attire and appearance.

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33.0 VACCINATIONS AND WELLNESS ASSESSMENTS

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33.1 Vaccinations: All employees have the option to receive vaccinations for tetanus and the annual flu virus as well as other vaccinations as approved by NEW Water. Employees exposed to waste materials or chemicals used in the wastewater treatment process are highly encouraged to be vaccinated against Hepatitis A and Hepatitis B.

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33.2 Wellness: All regular and limited term full-time and part-time employees are eligible to participate in the voluntary Wellness Program Guidelines Policy. For more detailed information, contact the Occupational Health Nurse.

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33.3 The cost of items in Section 34 will be paid by NEW Water.

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34.0 WORKERS' COMPENSATION

34.1 Workers' Compensation is a state-mandated insurance program that provides compensation to employees who suffer job-related injuries and illnesses. In addition to providing disability benefits while an employee is unable to work, Workers' Compensation pays medical bills that are

necessary to diagnose and treat an injury or illness. Chapter 102 of the Wisconsin Statutes regulates workers' compensation in Wisconsin.

34.2 Regular and limited term full-time and regular part-time employees absent from work because of work-related illness or injury may supplement workers' compensation payments with EDB or other paid time off benefits, to a maximum of 80% of the employee's gross base wages. The EDB contiguous work hour requirement would be waived.

34.3 Earnings that would have been paid to an employee during the period the employee was receiving temporary disability benefits from Worker's Compensation are reportable for WRS purposes. The amount paid to the employee from Worker's Compensation is not reportable.

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35.0 EMPLOYEE ASSISTANCE PROGRAM (EAP)

35.1 All NEW Water employees and their dependents are eligible to participate in the Employee Assistance Program (EAP).

35.2 Participants may contact the EAP provider for a confidential consultation with a professional counselor.

35.3 The program is strictly voluntary and confidential, and no information on participants will be released to NEW Water without the employee's written consent.

35.4 EAP provides services, including assessment, screening, referral, and brief counseling for up to nine sessions per problem issue. If the EAP recommends additional services by a specialist outside of the EAP, you will be referred to your group health plan.

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36.0 TIME AND ATTENDANCE

36.1 Employees are responsible for recording, editing, and approving their hours worked by using the automated time and attendance system. Any manual time adjustments made to the timesheet require documentation in the Comments field.

36.2 Employees are responsible for obtaining approval from their manager/director or designee of any variation of time worked outside the scheduled work shift.

36.3 Managers/directors or designee are responsible for editing and approving the time and attendance records of employees reporting to them to accurately reflect the correct number of hours worked. All manual edits are saved in the computerized timecard record.

36.4 Approval of the time and attendance record will be completed by 12:00 p.m. on the first business day following the end of the pay period. Exceptions to this deadline may occur in holiday weeks and will be communicated via email.

36.5 The automated time and attendance system calculates the hours worked between the IN punch and OUT punch, thus recording time to be paid for each work shift.

36.5.1 Rounding is calculated based on the IN and OUT punches to the nearest 1/4 hour for purposes of calculation of pay.

36.5.2 Exact points of rounding up are: 08 after the hour,;23 after the hour,;38 after the hour, and: 53 after the hour.

36.6 Rounding does not prevent a manager/director from establishing a standard for tardiness.

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36.7 Benefit time is generally paid in quarter hour increments. **Deleted:** 41.

36.8 Any employee arriving late or leaving early from a regularly scheduled shift must notify their manager/director. Excessive irregularities in maintaining proper hours may result in disciplinary actions. **Deleted:** 41

36.9 No employee shall be on plant property earlier than 30 minutes before the scheduled shift time or later than 30 minutes after the shift ends, without proper authorization. **Deleted:** 41

37.0 PAY PERIODS AND PAYROLL PROCESSING **Deleted:** 42

37.1 Pay periods shall be for a two-week period ending at midnight on Saturday. Payment of wages earned is typically received on the following Thursday by direct deposit. In years in which an observed holiday falls on a regularly scheduled pay date, payment of wages will be on the business day preceding the holiday. **Deleted:** 42

37.2 Employee changes to payroll deductions should be submitted to Human Resources by the Friday preceding the pay date. Changes to voluntary deductions require employee authorization. **Deleted:** 42

38.0 LEAVES OF ABSENCE **Deleted:** 43.

38.1 Leaves under this policy may or may not be subject to Family Medical Leave (FMLA) and Wisconsin Family Medical Leave (WFMLA). Please refer to the Family Medical Leave Policy for more details or see Human Resources for specific questions. **Deleted:** 43
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38.2.1 An approved leave of absence shall last no longer than 12 months from the date of commencement. If FMLA or WFMLA runs concurrently with an approved leave of absence, the 12 month maximum includes the FMLA or WFMLA entitlement time. **Deleted:** 43

38.2 All unpaid leaves of absence require the use of accrued leave banks prior to unpaid time being authorized. **Deleted:** 43
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38.3 Unpaid Leaves of Absence **Deleted:** 43

38.3.1 Leaves of absence without pay may be authorized by the Executive Director for situations of unexpected emergencies, or in some cases, non-emergency situations where an employee's eligible leave balances, such as vacation, PTO, and EDB, have been exhausted. Some situations covered under Wisconsin Family Medical Leave Act may allow for utilization of emergency unpaid leave of absence prior to the stated leave balances being exhausted. **Deleted:** 43

38.3.2 The Executive Director retains discretion to approve or deny a request. An employee may be required to submit a written request to the Executive Director for consideration of any unpaid leave of absence, specifying the length of absence and estimated return to work date. The following conditions will apply during an approved emergency unpaid leave of absence: **Deleted:** 43

38.3.2.1 Vacation and PTO accruals and holiday pay will be suspended once benefit banks have been depleted. **Deleted:** 43

38.3.2.2 Where applicable, longevity pay will be suspended once benefit banks have been depleted. **Deleted:** 43

38.3.2.3 Insurance coverage will be continued during the leave of absence for the maximum time allowed by the plan, and may vary from plan to plan. **Deleted:** 43

38.3.2.4 Employer contribution to insurance premiums will be continued for up to six months from the commencement of leave.

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38.3.2.5 In the absence of a bi-weekly paycheck, the employee will be required to submit premium payment to NEW Water on a timely basis.

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38.3.2.6 An emergency unpaid leave of absence can extend for no longer than six months from commencement of leave, except by the extent allowed by law.

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38.3.2.7 A non-emergency unpaid leave of absence can extend no longer than 40 hours in a single calendar year. Non-emergency leaves must be taken in whole workday increments with a one-day minimum.

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38.2 Long Term Disability Insurance

The following conditions will apply once long term disability (LTD) benefits are approved, following the 90 day Elimination Period:

38.2.1 Vacation and PTO accruals and holiday pay will be suspended.

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38.2.2 Where applicable, longevity pay will be suspended when leave banks are depleted.

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38.2.3 Eligibility for year-end EDB match will apply to PTO hours rolled over at year-end.

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38.2.4 Long term disability benefits will be supplemented by the employee's paid leave banks to make the person "whole" for scheduled hours per pay period.

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38.2.5 Any donated paid leave from co-workers will be paid in the same manner, supplemental to long term disability benefits.

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38.2.6 Market and merit wage adjustments will be evaluated on a case by case basis. The following criteria will apply:

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38.2.6.1 A minimum requirement of three months of actual work during the evaluation period of October 1 – September 30.

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38.2.6.2 The manager must be able to reasonably evaluate the work performance of the individual and complete a full performance evaluation. This will be at the discretion of the manager and director, in consultation with the Human Resources Manager.

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38.2.7 Insurance coverage will be continued during the leave of absence for the maximum time allowed by the plan, and may vary from plan to plan.

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38.2.8 Employer contribution to insurance premiums will be continued for up to six months from the effective date of disability payments. Employee contribution will continue to be withheld from the bi-weekly paycheck when supplemental paid leave benefits are being paid. The first of the month following the six month time period, the full insurance premium is the responsibility of the employee and will be withheld from the bi-weekly paycheck, when possible.

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38.2.9 In the event an insurance plan requires the offer of COBRA prior to the end of six months from effective date of disability payments, the employee will be responsible for the full COBRA premium and is no longer eligible for employer contribution.

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38.2.10 In the event that supplemental paid leave benefit banks are depleted and there is no bi-weekly paycheck, the employee will be required to submit premium payment to NEW Water on a timely basis.

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38.5 Military Leave

38.5.1 Military leave will be granted to eligible employees in accordance with federal and state law. Military orders should be presented to your manager/supervisor and Human Resources and arrangement for leave made as early as possible before departure. Reinstatement following leave will be allowed in accordance with the law.

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38.5.2 All employees who are called into active military service will not accrue vacation, PTO, and/or EDB and will be on unpaid leave of absence.

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39.0 JURY DUTY

39.1 Regular and limited term employees will be granted paid leave for required jury duty based on the hours scheduled for the day(s) reporting for duty. As NEW Water pays wages to employees while on jury duty, payment received by the employee for court appearances and/or selection to a jury will be required to be reimbursed to NEW Water. Any mileage paid by the court will be retained by the employee. Human Resources must be notified upon notice of jury duty to ensure accurate payment of wages.

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40.0 UNAUTHORIZED ABSENCE

40.1 Regular and punctual attendance is an essential function of every role at NEW Water. Frequent or repeated unexcused absences disrupt operations and may result in disciplinary action.

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40.2 An unauthorized absence is defined as an absence from work without pre-authorization from the manager/director, except in the case of an emergency. Employees must contact their manager/director prior to the start of their scheduled start time for any unscheduled absence.

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41.0 SPECIAL CONDITIONS

41.1 An employee desiring to enter the plant premises during off hours shall do so by using a NEW Water provided security access card at the entrance gate or reporting in at the gate intercom. An employee must call the control room upon arriving at their destination and tell the operator their name, nature of visit, location, and duration. Before leaving, the employee must call the control room and inform the operator that they are leaving.

41.2 NEW Water prohibits the use of NEW Water equipment and facilities for personal benefit.

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42.0 EMPLOYEE CODE OF ETHICS

42.1 High moral and ethical standards among employees are essential to the operation of NEW Water. The purpose of this Code of Ethics is to provide guidance to NEW Water's employees to help them

avoid conflicts between their personal interests and their responsibilities to NEW Water and the public.

42.2 Definitions and specifics are in the Employee Code of Ethics Policy.

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43.0 CORRECTIVE DISCIPLINE

43.1 All employees of NEW Water are expected to demonstrate behaviors that support the culture of the organization, perform their job at a fully competent level, and follow organizational policies and procedures. Staff members work closely together and need to foster high ethical work standards that we should expect from one another.

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43.2 The Discipline Policy outlines the performance improvement or discipline process in situations where employee behavior and/or performance violates policies, procedures, or expectations. Refer to the Discipline Policy for specific guidelines.

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44.0 DISCIPLINE/TERMINATION GRIEVANCE

44.1 It is the policy of NEW Water to treat employees fairly and equitably and to provide employees with an opportunity to seek local administrative redress for alleged violations, misinterpretations, or inequitable applications of NEW Water policies, rules and expectations of conduct relative to employee discipline or termination. Details of this policy can be found in the Discipline/Termination Grievance Policy.

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45.0 WORKPLACE SAFETY GRIEVANCE

45.1 NEW Water has an established set of workplace safety policies and programs that are expected to be upheld. In the event there is an employee grievance with workplace safety or conditions, NEW Water expects an employee and management to embrace a conciliatory approach on issues concerning workplace safety and a determined effort shall be made to settle any workplace safety grievance at the lowest possible level in this process. Details of this policy can be found in the Workplace Safety Grievance Policy.

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46.0 DRUG AND ALCOHOL POLICY

46.1 Introduction and Purpose

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46.1.1 NEW Water is dedicated to providing safe and efficient services to its customers. NEW Water employees are the most valuable resource in ensuring the quality of the service we provide. The goal of NEW Water is to provide its employees with a workplace environment that promotes health and safety.

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46.1.2 In order to meet this goal, NEW Water will strive to comply with the Drug Free Workplace Act of 1988 and other applicable laws. NEW Water prohibits employees from using, abusing, possessing, or selling controlled substances. Reporting to work under the influence of alcohol or unlawful drugs is strictly prohibited. Drug and alcohol testing will be an integral part of this program. In addition to this policy, NEW Water will periodically provide information to employees concerning: (1) the effects of drugs and alcohol on the individual's health, work, and personal life, (2) the signs and symptoms of drug and alcohol problems; and, (3) the available methods of intervention when a problem does exist. This policy covers all types of employment as defined in Section 5.0 of this handbook.

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46.2 Drug and Alcohol Testing Methods

46.2.1 When drug screening is required under the provisions of this policy, a urine drug screen will be required.

46.2.2 Alcohol (ethanol) will be tested using an Evidential Breath Test (breath alcohol test, aka BAT).

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46.3 Drug and Alcohol Testing; General Standard

46.3.1 NEW Water shall provide written notice of its Drug and Alcohol Testing Policy to all employees. The notice shall contain all of the following information:

- The need for drug and alcohol testing,
- The circumstances under which testing may be required,
- The procedure for confirming an initial positive drug test result,
- The consequences of a confirmed positive test result,
- The consequences of refusing to undergo a drug and alcohol test,
- The right to explain a positive test result and the appeal procedures available, and
- The availability of drug abuse counseling and referral services.

46.3.2 Applicant Testing: All applicants will be required to undergo a drug screen upon an offer of employment and prior to the first day of work. Employment is contingent on a negative drug screen.

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46.3.3 Current Employee Testing: NEW Water may require a current NEW Water employee to undergo drug and alcohol testing if there is reasonable suspicion that the employee is under the influence of drugs or alcohol during work hours. "Reasonable suspicion" means a clear belief based on specific facts and reasonable inferences drawn from those facts that an employee may be under the influence of drugs or alcohol. Circumstances which constitute a basis for determining "reasonable suspicion" may include, but are not limited to:

- A pattern of abnormal or erratic behavior,
- Information provided by a reliable and credible source,
- A work-related accident,
- Direct observation of drug or alcohol use, or
- Presence of the physical symptoms of drug or alcohol use (e.g., glassy or bloodshot eyes, alcohol odor on breath, slurred speech, poor coordination and/or reflexes).

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46.3.4 Managers/directors should seek a second opinion from a peer, if available, regarding the behavioral observation made. Observers of the employee's behavior should detail in writing the specific facts, symptoms, or observations, which formed the basis for their determination that reasonable suspicion existed to warrant the testing of an employee. This documentation should be forwarded to the appropriate division director or designee.

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46.4 Management Training

46.4.1 NEW Water will provide periodic training to assist management personnel in identifying drug and alcohol use among employees. Such training will be directed towards helping

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management personnel recognize the conduct and behavior that give rise to a reasonable suspicion of drug or alcohol use.

46.5 Consent

46.5.1 Before a drug and alcohol test is administered, employees and applicants will be asked to sign a consent form authorizing the test and permitting release of test results to NEW Water officials with a need to know.

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46.5.2 The consent form for applicants shall also set forth the following information:

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- The procedure for confirming an initial positive test result,
- The consequences of a confirmed positive test result, and
- The consequences of refusing to undergo a drug and alcohol test.

46.5.3 Refusal to Consent-Applicants: An applicant who refuses to consent to a drug test will be denied employment with NEW Water.

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46.5.4 Refusal to Consent-Employees: An employee who refuses to consent to a drug and alcohol test when reasonable suspicion of drug or alcohol use has been identified is subject to disciplinary action up to and including termination. The reason for the refusal shall be considered in determining the appropriate disciplinary action.

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46.6 Confirmation of Test Results

46.6.1 Drugs: An employee or applicant whose drug test yields a positive result as described in Section 50.11.2, shall be given a second drug test using a gas chromatography/mass spectrometry (GC/MS) test. The second drug test shall use a portion of the same test sample withdrawn from the employee or applicant for use in the first test.

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46.6.2 Alcohol: An employee whose alcohol test yields a positive result as described in Section 50.11.1, shall be given a second alcohol test. The second alcohol test, if needed, shall use breath alcohol test method and will be performed 15 minutes after the first.

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46.6.3 If the second test confirms the positive test result, the employee or applicant shall be notified of the results in writing by the Human Resources Manager. The letter of notification shall identify the particular substance found and its concentration level. An applicant whose second test confirms a positive test result will not be considered further for employment.

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46.6.4 All positive drug test results will be reviewed by a Medical Review Officer, designated by the testing facility, and the findings communicated confidentially to NEW Water's Health, Safety, and Security Coordinator.

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46.6.5 An employee whose second test confirms the original positive test result may, at the employee's own expense, have a third test conducted on the same sample at a laboratory approved by NEW Water.

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46.6.6 Consequences of a Confirmed Positive Test Result-Applicants: Applicants will be denied employment with NEW Water if their initial positive test results have been confirmed.

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Applicants shall be informed in writing if they are rejected on the basis of a confirmed positive drug test result.

46.6.7 Consequences of a Confirmed Positive Test Result-Employees: If an employee's positive test result has been confirmed, the employee is subject to disciplinary action up to, and including, termination. Factors to be considered in determining the appropriate disciplinary response include the employee's work history, length of employment, current job performance, and the existence of past disciplinary actions.

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46.6.8 Upon the first confirmed determination that an employee is under the influence of drugs or alcohol, NEW Water shall refer the employee to the EAP for assessment, counseling, and rehabilitation. Participation by the employee in the EAP is voluntary, although participation may be considered to be a condition of continued employment. Disciplinary action based on a violation of the NEW Water's Drug and Alcohol Policy is not automatically suspended by an employee's participation in an EAP and may be imposed when warranted.

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46.7 Confidentiality of Test Results

46.7.1 All information from an employee's or applicant's drug and alcohol test is confidential and only those with a need to know are to be informed of test results. Disclosure of test results to any other person, agency, or organization is prohibited unless written authorization is obtained from the employee or applicant or except as required by law. The results of a positive drug test shall not be released until the results are confirmed by the Medical Review Officer.

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46.7.2 Urine samples shall be provided in a private restroom stall or similar enclosure so that employees and applicants may not be viewed while providing the sample. Bulky items may not be carried into the test area. The water in the commode shall be colored with blue dye to protect against dilution of test samples.

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46.7.3 The designated testing facility will be provided with a list indicating who the NEW Water authorized representatives are.

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46.8 Sample Collection Requirements

46.8.1 All drug and alcohol sampling of employees and applicants shall be conducted at the designated testing facility.

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46.8.2 The designated testing facility has submitted in writing a description of the procedures that will be used in handling samples. They include:

- Testing procedures that ensure privacy to employees and applicants consistent with the prevention of tampering,
- Methods of analysis that ensure reliable test results, including the use of gas chromatography spectrometry, to confirm positive drug test results,
- Chain-of-custody procedures which ensure proper identification, labeling, and handling of test samples, and
- Retention and storage procedures which ensure reliable results on confirmatory tests of original samples.

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46.8.3 Urine collection will be the method of collection for drug screens and a breath alcohol test for immediate determination for alcohol.

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46.9 Laboratory Testing Requirements and Reporting

46.9.1 All confirmation testing will be performed by a National Institute on Drug Abuse certified drug testing laboratory service and Medical Review Officer service for drug testing. The designated testing facility will conduct all alcohol testing via breath alcohol test to be administered by a Breath Alcohol Technician.

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46.9.2 All drug test results (positive & negative) are communicated immediately to NEW Water's authorized representative by telephone and written confirmation.

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46.9.3 Positive alcohol test results will be reported immediately. Negative test results will be communicated to NEW Water's authorized representative but a formal written report may not be made.

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46.10 Procedures for Employee and/or Applicant Testing

46.10.1 Human Resources Staff will be responsible for informing applicants who have been made an offer of employment of NEW Water's drug and alcohol testing requirement. They include:

- The written offer of employment with specific instructions on how to satisfy NEW Water drug testing procedure,
- The applicant will not be cleared to begin work until the test results are received by an authorized representative of NEW Water, and
- Testing results will be retained in the employee's personnel file for a period of time as defined in the Records Retention Schedule.

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46.10.2 Any management personnel may, for reasonable suspicion, have a NEW Water employee tested for alcohol and drugs.

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46.10.3 The procedures are as follows:

46.10.3.1 Management personnel will call ahead to the designated testing facility informing them that an employee will be escorted to the facility for testing.

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46.10.3.2 Normal testing will take about 30-45 minutes.

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46.10.3.3 The employee will not be cleared to return to work until NEW Water receives the test results. If the breath alcohol test is positive, the employee will not be allowed to return to work and will be subject to disciplinary action as outlined in Discipline Policy. Additional disciplinary action may be taken if the drug test results are positive.

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46.10.3.4 If the breath alcohol test is negative, the employee will be on an unpaid leave pending receipt of the drug test results. If the drug test results are positive, the employee will be given the opportunity to accept or dispute the drug test results. If the employee accepts the drug test results, they will be subject to disciplinary action as outlined in Discipline Policy. If the employee disputes the drug testing results, the provisions of Section 50.10.4 below shall apply.

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46.10.3.5 If the drug test results are negative, the employee will be allowed back to work and paid for the time they were on unpaid leave.

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46.10.3.6 Testing results will be retained in the employee's personnel file for a period of time as defined in the Records Retention Schedule.

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46.10.4 If an employee's positive drug test result has been confirmed, and the employee challenges the validity of the drug testing procedures, the employee could request an opportunity to explain their dispute with the drug testing results before any disciplinary action is taken. The employee must make a written request for a conference to the appropriate manager or designee within three calendar days of receipt by the employee of the confirmed drug test results, outlining the nature of the dispute. The employee may be represented by legal counsel, present evidence and witnesses on their behalf, and confront and cross-examine the evidence and witnesses used against them.

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46.11 Acceptable Alcohol & Drug Levels

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46.11.1 Acceptable alcohol levels will be those less than 0.02 as measured by breath alcohol tests.

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46.11.2 Acceptable drug levels will be those ruled negative by the Medical Review Officer.

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47.0 WORKPLACE VIOLENCE POLICY

47.1 Policy Statement

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47.1.1 NEW Water maintains a zero tolerance policy toward workplace violence, or the threat of violence, by any of its employees, customers, the general public, and/or anyone who conducts business with NEW Water. It is the intent of NEW Water to provide a workplace that is free from intimidation, threats, or violent acts.

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47.1.2 Workplace violence includes, but is not limited to, harassment, threats, physical attacks, or property damage. Harassment is objectionable conduct, comment, or display by a person that is directed at an employee, endangers health or safety of an employee, or is made on the basis of any characteristic protected by federal, state, or local law. A threat is the expression of intent to cause physical or mental harm regardless of whether the person communicating the threat has the present ability to carry out the threat and regardless of whether the threat is contingent, conditional, or future. Physical attack is unwanted or hostile physical contact with another person such as hitting, fighting, pushing, shoving, or throwing objects. Property damage is intentional damage to property that includes property owned by NEW Water, employees, or others.

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47.2 Prevention of Workplace Violence

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47.2.1 NEW Water subscribes to the concept of a safe work environment and supports the prevention of workplace violence. Prevention efforts include, but are not limited to, informing employees of this policy, instructing employees regarding the dangers of workplace violence, communicating the sanctions imposed for violating this policy, and providing a reporting hierarchy within which to report incidents of violence without fear of reprisal.

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47.3 Each incident will be responded to as stipulated under "Intentional/Security Related Events" in the NEW Water Emergency Response Plan. The plan is accessible on SharePoint on the Safety page under Shared Project Documents. The electronic master is maintained by the Director of Operations.

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47.4 Prohibited Actions and Sanctions

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52.4.1 It is a violation of this policy to engage in any act of workplace violence. In accordance with the Employee Handbook on Corrective Discipline (refer to Section 47.0), any employee who has been determined to be in violation will be subject to disciplinary action up to and including termination; and, depending upon the violent act, may be subject to criminal sanctions.

47.5 Security Audit

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47.5.1 On a minimum of an annual basis, or whenever the physical layout of the work space is significantly altered, the responsible manager will examine the escape routes of the work area and communicate any changes to all affected employees. On an as-needed basis, any manager may request a security audit from the Health, Safety and Security Coordinator to determine whether any security measures, such as panic alarms, are necessary and effective. All employees should openly communicate with each other to be aware of any unusual activity that may identify the potential for, or actual occurrence of, a violent incident.

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47.6 Employee Training

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47.6.1 The manager/director, or their designee, will orient all new employees to departmental/divisional procedures regarding reporting incidents of violence, what to do if the employee is threatened and/or if an incident of violence actually takes place, and how to deal with the after effects of an act of violence.

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47.7 Employee Assistance Program (EAP)

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47.7.1 Should an employee become the victim of an incident of workplace violence, the services of EAP may be offered to assist in coping with any effects of the incident. Should an employee commit an act of violence and it is determined in the investigation that the employee did, in fact, commit the violent act, the employee may be referred to the EAP.

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48.0 MANAGEMENT RIGHTS

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48.1 NEW Water retains the exclusive right to hire, direct, and schedule the working force; to plan, direct, and control operations; to discontinue, reorganize, or combine any department or branch of operations with any consequent change in the working force level; to hire, lay off, or terminate employees; to promulgate policies, rules, and regulations and to otherwise alter, amend or delete these policies, rules and regulations as necessary; to introduce new or improved methods or facilities regardless of whether or not the same may cause a change in the working force level, and in all respects, to carry out the ordinary and customary functions of management.

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Memorandum

TO: Commission
Nathan Qualls

FROM: Patrick Wescott

DATE: January 20, 2026

SUBJECT: Electrical Demand Response Program Participation

CC: Jake Becken - Treatment

Background

In 2024, the Wisconsin Court of Appeals invalidated a 2009 Public Service Commission order that had restricted customer participation in the Midcontinent Independent System Operator (MISO) demand response market. As a result, large energy users, such as NEW Water, may now evaluate participation in demand response programs, including the use of existing generation assets to support regional grid reliability.

Following this ruling, NEW Water staff conducted an internal evaluation that included research, legal review, and peer engagement to assess the financial, operational, and regulatory considerations of participating in demand response programs. This effort included discussions with wastewater utilities operating in eastern U.S. markets that have successfully participated in similar programs. Feedback from these peer utilities was positive, indicating that demand response participation can generate additional revenue with minimal impact on day-to-day operations.

Participation in the MISO Demand Response Program would allow NEW Water to utilize existing generation and potential load flexibility to support grid reliability during emergency or constrained system conditions, while receiving financial compensation. Both treatment facilities are equipped with significant on-site generation assets that provide operational resiliency and flexibility. Any participation strategy would need to preserve treatment reliability and ensure continued compliance with permit, cybersecurity, and operational safety requirements at all times.

Request for Proposals

In December 2025, NEW Water issued a Request for Proposals (RFP) for Electrical Load Aggregator Services to support potential participation in the MISO Demand Response Program. The RFP included a request for a three-year contract term beginning June 1, 2026, with options for up to two additional years.



Proposals were evaluated using a combination of monetary and non-monetary criteria, including firm experience, technical approach, agreement terms, projected revenue potential, data access needs, operational system verification, and references. Four firms submitted proposals, all of which were reviewed and scored by staff. The four firms that provided proposals were AiGent, Enel North America, Voltus, and CPower.

AiGent was ranked as the top proposer based on its technical approach, experience with generator-based demand response, projected revenue potential, and strong alignment with NEW Water's operational and cybersecurity requirements. AiGent is a registered MISO Market Participant and focuses exclusively on behind-the-meter generation assets, which aligns well with NEW Water's existing infrastructure and risk tolerance.

AiGent's proposal emphasized participation in the MISO Load Modifying Resource (LMR) program through a variable-pricing structure. The LMR program establishes defined dispatch limits for participating generating assets to manage operational risk and maintain system reliability, including limits on the number, duration, and seasonal frequency of events. Historically, these dispatch events are infrequent and typically occur only during periods of extreme system stress.

Financial Benefit

AiGent estimates the annual value of participation in the demand response program would be approximately \$225,000, subject to market conditions and NEW Water's level of load participation. Under the proposed revenue-sharing structure, NEW Water would receive most of the program revenues throughout the term of the agreement, with an increased share after the initial contract year. NEW Water's revenue share would be approximately 77 percent in the first year, increasing to 81 percent in subsequent years, including any optional extension years, if exercised.

Given the potential for increased engine operation during dispatch events, NEW Water requested that Short Elliott Hendrickson Inc. (SEH) review the existing air permits for the Green Bay and De Pere Facilities to evaluate any associated permitting implications. SEH concluded that participation is feasible under existing permits with limited constraints.

Based on this evaluation, staff conclude that participation in the MISO Demand Response Program represents a low-risk opportunity for NEW Water to utilize existing generation assets to support regional grid reliability while generating additional revenue. Following a competitive RFP process, review with Wisconsin Public Service, legal review, and subject to Commission approval, staff recommend proceeding with contract negotiations and program enrollment. The draft agreement documents are attached.

Recommendation

NEW Water staff recommends Commission approval for the Executive Director to conclude negotiations concerning the language of the draft agreement with AiGent for participation in the Midcontinent Independent System Operator Demand Response Program and execute the documents once finalized.

Commission Action

Request Commission approval for the Executive Director to conclude negotiations concerning the language of the draft agreement with AiGent for participation in the Midcontinent Independent System Operator Demand Response Program and execute the documents once finalized.

Attachment

Customer Agreement

This Agreement ("Agreement"), effective as of _____ ("Effective Date"), is made between AiGent, Inc. ("AiGent"), located at 708 Main Street, Houston, TX 77002, and _____ ("Customer"), located at [City, State, Zip] both defined herein as the Parties to this Agreement.

1. **Term.** This Agreement starts on the Effective Date and ends 120 months after the first date Customer receives a payment and/or achieves savings from AiGent owing to participation in the Programs defined herein (the "Term").
2. **AiGent Managed Services**
 - a. *Energy Market and Utility Program Management:* AiGent will be the exclusive manager for Customer sites listed in Exhibit 1 for all aspects of Customer's participation in local and regional energy market and utility programs ("Programs") that allow behind-the-meter generator(s), to deliver energy savings and grid services in accordance with rules set forth by the grid operator and/or utility for such Programs.
 - b. *Generator Compliance:* AiGent will (i) upgrade generator(s) controls capabilities with the AiGent technology platform allowing for real-time, Internet-based remote control and reporting and (ii) may elect to upgrade generator(s) connected electrical load and/or emissions controls, with Customer's consent, to maximize the earnings and savings potential of generator(s) in the Programs.
3. **Customer Requirements**
 - a. *Generator Upgrade:* Customer will provide AiGent with all documentation associated with each generator. Customer will provide AiGent personnel, or their designee, with access to generator(s) for AiGent to complete upgrades, including access to electric meters and/or equipment associated with generator(s) in order to install AiGent's technology platform and/or upgrade connected load and emissions equipment when applicable.
 - b. *Program Participation:* Customer agrees to participate in all Programs and will not prevent AiGent from operating generator(s) for such purposes unless operation of generator(s) causes an extended disruption of Customer electricity service or such operation is in violation of federal, state, or local regulations.
4. **Payments**
 - a. *Program Payments and Savings:* AiGent will pay Customer XX% of payments owing to Customer's performance in the Programs.
 - b. *Payment Timing:* AiGent will make monthly payments to Customer within forty-five (45) days of AiGent's receipt of payment from the Program operator.
 - c. *Under-Performance:* In no event will Customer bear any penalties associated with performance in the Programs.
5. **General Terms**
 - a. *Limitation on Liability:* AiGent is not liable for Customer Program participation in connection with this Agreement. All remedies or damages are expressly waived, including any indirect, punitive, special, consequential, or incidental damages, lost profit, or other business interruption damages.
 - b. *Choice of Law:* This Agreement will be governed by, construed, and enforced in accordance with the laws of the State of Delaware without giving effect to choice of law rules.

AiGent, Inc.

Name: _____
 Title: _____
 Date: _____
 Email: _____
 Phone: _____
 Signature: _____

Customer

Name: _____
 Title: _____
 Date: _____
 Email: _____
 Phone: _____
 Signature: _____

Exhibit 1 – Site Details

Site Address	Account Number	Verified Load (kW)	Programs and Response Times	Planning Years and Seasons	Reduction Capabilities (kW)
12345 Example Rd,	3xxxxxxxx5		Load Modifying Resource (LMR) - 120 minutes	26/27 - 31/32 All Seasons	Summer: kW Fall: kW Winter: kW Spring: kW
12378 Example Rd,	2xxxxxxxx9		Load Modifying Resource (LMR) – 120 minutes	26/27 - 31/32 All Seasons	Summer: kW Fall: kW Winter: kW Spring: kW

Exhibit 2 – Programs

Each program summary described here is subject to change from time to time by the Program operator, market rules, and/or regulatory agencies. AiGent shall inform Customer of any material changes to Program rules in a timely manner.

MISO Load Modifying Resource (LMR) Program	
Participation Size:	≥100 kW per customer
Program Period:	Delivery Year: June 1 - May 31 Seasonal Participation: Summer (Jun - Aug), Fall (Sep - Nov), Winter (Dec – April), Spring (Mar - May)
Dispatch Limit:	Maximum of 64 hours/year Summer/Winter: up to 5 events/season Fall/Spring: up to 3 events/season Possibility of no events being called if MISO doesn't reach EEA Level 2
Dispatch Duration:	Events last up to four (4) hours
Testing:	1 hour test prior to Program enrollment. MISO will test resources if there are no actual dispatch events.
Advance Notification Time:	120 minutes. Notifications will be delivered to Customer via email, text messaging and telephone calls to predetermined contacts who are approved to Accept or Decline notifications.
Dispatch Trigger:	Triggered during emergency events called by MISO during an EEA Level 2 situation. Preceding actions may include day-ahead alerts such as Maximum Generation (Max Gen) events or other operational signals indicating potential need for upcoming load reduction.
Performance:	Firm Service Level (FSL) - a "drop to" measurement, with performance based upon the difference between your Seasonal Coincident Peak Demand and the FSL. Consumption-based baseline - several other baseline options exist for measuring performance
Program Source:	Resource Adequacy Business Practices Manuals - BPM 011

Attachment A

Scope of Service

As outlined in the Request for Proposal and the AiGent proposal, the following scope of services is intended to clearly identify and confirm the key terms of the agreement to ensure a successful project and partnership. In the event of any conflict, ambiguity, or inconsistency between this scope of services, the proposal, or the NEW Water RFP, the provisions of this scope of services shall take precedence.

- **Agreement exit language – by G&K**
- AiGent shall maintain active registration as a Market Participant with the Midcontinent Independent System Operator and remain in good standing with the Federal Energy Regulatory Commission throughout the term of this agreement.
- **Cybersecurity language – by G&K**
- AiGent shall work in good faith with NEW Water to install essential equipment and provide software required to access program performance data. All equipment and software necessary for execution of this agreement shall be subject to review and approval by NEW Water prior to implementation or access being granted.
- There will be no additional fees associated with hardware and software installation and usage passed along to NEW Water throughout the agreement term.
- Under no circumstances shall AiGent or any other organization have access to, or remote start capability for, NEW Water generating assets. All control of NEW Water equipment shall be retained exclusively by NEW Water.
- AiGent agrees to hold quarterly meetings to review performance data, pricing updates, revenue projections, and system load forecasting with NEW Water key personnel for each program year enrolled.
- Payment: NEW Water agrees to enroll in the MISO Load Modifying Resource program under a variable revenue structure. Subject to successful asset deployment, NEW Water shall be eligible to receive the following percentage of revenue for the term of the agreement, as outlined below:
 - Year 1 = 77%
 - Year 2 = 81%
 - Year 3 = 81%
- Program Enrollment Authority: AiGent acknowledges that NEW Water retains sole authority over enrollment in any program other than the MISO Load Modifying Resource program. No additional program enrollment shall occur without NEW Water's prior written approval.
- The committed curtailment amounts will be determined solely at NEW Water's discretion from time to time. NEW Water does not guarantee any level of committed curtailment.
- AiGent will agree to the following dispatch limits and notification requirements for the MISO LMR program:
 - Maximum of 64 hours/year
 - Summer/Winter: up to 5 events/season
 - Fall/Spring: up to 3 events/season
 - Event duration will last up to 4 hours
 - Notifications will be delivered 120 minutes in advance of an event via email, text messaging, and a telephone call to the NEW Water facility representatives.

- Account Manager: Todd Krause, as identified in the proposal, shall serve as the primary Account Manager for NEW Water throughout the term of this agreement. Any proposed change in account manager shall be communicated to NEW Water in writing as soon as practicable. AiGent shall provide the proposed replacement's name, direct phone number, email address, mailing address, and a resume detailing qualifications and experience relevant to the services under this agreement. Any change in Account Manager shall be subject to NEW Water's review and approval.

DRAFT

Attachment B

NEW Water Request for Proposals and Statements of Qualifications for an Electrical
Load Aggregator Serving Retail Customers in the Midcontinent Independent System
Operator Demand Response Program

DRAFT

NEW WATER

THE BRAND NAME OF THE GREEN BAY METROPOLITAN SEWERAGE DISTRICT

REQUEST FOR PROPOSALS AND STATEMENTS OF QUALIFICATIONS FOR AN ELECTRICAL LOAD AGGREGATOR SERVING RETAIL CUSTOMERS IN THE MIDCONTINENT INDEPENDENT SYSTEM OPERATOR DEMAND RESPONSE PROGRAM

1) INTRODUCTION

NEW Water is seeking a professional firm with extensive experience participating in the Midcontinent Independent System Operator (MISO) Demand Response Program. The selected firm will support NEW Water's participation in demand response, load aggregation, and/or related electrical load management programs.

Services will be required for periods beginning June 1, 2026 – May 31, 2029, with the option to extend the agreement for up to two additional years at NEW Water's discretion.

2) BACKGROUND

NEW Water is a wholesale wastewater treatment and conveyance utility serving 15 municipal customers and approximately 239,000 residents across a 285 square mile service area. The organization operates two treatment facilities, the Green Bay Facility (GBF) and the De Pere Facility (DPF), which collectively processes an average of 41 million gallons of wastewater per day. Wastewater treatment requires significant energy. Therefore, NEW Water continues to explore opportunities to manage electrical demand, reduce peak load, and pursue programs that provide financial benefit while maintaining uninterrupted operations and full environmental compliance.

NEW Water is requesting proposals from qualified firms to evaluate facility capabilities, assess generator and load-shifting potential, identify applicable MISO demand response or load aggregation programs, and recommend an approach that maximizes value without compromising treatment reliability.

At the GBF, four (4) 2,000 kW generators support the site, including two diesel generators and two natural gas/biogas generators. One natural gas/biogas-fueled generator typically operates continuously on biogas, while the remaining units are maintained for peak shaving or emergency use. All generators can start remotely and synchronize with either of the facility's utility feeds, providing strong electrical resiliency and operational flexibility.

The DPF operates two (2) 650 kW natural gas-fueled generators used for peak shaving and emergency standby generation. Both generators can be remotely started and paralleled with the facility's electrical system, offering dependable supplemental capacity.

The selected firm shall assist NEW Water with all aspects of program registration, enrollment, performance monitoring, and required reporting, including any documentation or coordination

needed to satisfy the requirements of the MISO Demand Response program as well as local electric utility requirements.

Neither facility is currently enrolled in a demand response or load aggregation program. Any strategy recommended by the proposer must fully support NEW Water's ability to maintain permit compliance, treatment performance, public health protection, and consistent operational reliability.

3) SCOPE OF SERVICES

The Scope of Services to be provided under this proposal will be negotiated upon final selection of the firm. The following tasks provide a minimum expected scope of service for the completion of this coordination effort. The selected firm is encouraged to review the scope requested in this RFP and add any additional tasks as they deem necessary to provide a complete and thorough scope of service.

The scope of services is expected to last for three (3) years with one (1), two (2) year option to renew at NEW Water's discretion. The dates below are suggested for first year enrollment only.

1. Expected Notice to Proceed (NTP):	January 23, 2026
2. Completion of all Equipment Testing/System Verification by:	February 6, 2026
3. Confirmation of Asset Electrical Quantities by:	February 20, 2026
4. Anticipated Program Enrollment Date:	June 1, 2026

Within seven (7) days of the Notice to Proceed, the selected firm shall schedule a kick-off meeting with NEW Water to establish operating protocols, confirm points of contact, and align the overall approach to program implementation.

Any remote access required to perform the scope of services, including data acquisition or performance monitoring, must comply with NEW Water cybersecurity standards and access control protocols. The firm must clearly identify and obtain approval for all proposed methods of remote connectivity, software applications, data interfaces, communication pathways, and any data collection or metering devices prior to installation or activation. Under no circumstances may the firm install or enable any hardware, software, or communication tools that could expose NEW Water control systems, SCADA network, or business network to cybersecurity risk.

All proposed equipment must operate within a physically or logically segmented environment with no capability to access or interface with NEW Water SCADA or business systems. No remote operation of equipment will be permitted. All equipment operations will remain the sole responsibility of NEW Water.

Any hardware installed as part of the agreement shall be removed by the firm, at the firm's expense, within forty-five (45) days of contract expiration. The firm is responsible for ensuring that removal activities do not impair system integrity, disrupt operations, or create adverse conditions including causing or increasing risks of cybersecurity incidents, and that the system is returned to its pre-agreement state.

4) PROPOSAL FORMAT

Proposal shall be submitted in conformance with the following format:

- a. Proposal cover letter (Two (2) pages, maximum)
 1. Legal name of the firm.
 2. Overall qualifications for the firm as it relates to this scope.
 3. Demonstration of Market Participant (MP) certification in the MISO Load Modifying Resource – Demand Response programs.
 4. The cover letter must be signed and dated by the firm's authorized representative and proposed account manager.
- b. Organizational capabilities to perform the work (Eight (8) pages, maximum)
 1. The firm shall provide detailed information demonstrating its ability to successfully execute this scope of services. At a minimum, include the following:
 - (1) The firm's corporate address, and primary business location(s).
 - (2) An organizational chart identifying all key personnel, their titles, roles, and responsibilities for this scope, including the proposed account manager.
 - (3) A detailed description of relevant experience providing similar services to municipal agencies or facilities within the MISO region.
 - (4) Specify the total megawatts (MW) currently managed by the firm nationwide.
 - (5) Provide details on the total number of sites and the total MW managed by the firm in both Wisconsin and the MISO region.
 - (6) Include three (3) current references (within the past two years), including at least two municipal entities, with client name, job title, and full contact information.
 2. Identify the office location(s) of the proposed account manager and any other critical personnel assigned to this contract.
 3. Attach resumes for all key staff who will, or may, support this contract. Resumes shall identify all relevant certifications, licenses, degrees, professional accreditations, and experience for personnel who will be servicing this account.
 4. Provide confirmation that your firm is a registered Market Participant with MISO and is in good standing with the Federal Energy Regulatory Commission.
- c. Technical service details (no page limit)
 1. Describe the firm's overall approach to establishing and executing the services, including key steps, roles, responsibilities, and assumptions.
 2. Identify any innovative methods, tools, or approaches the firm has successfully implemented for other clients and explain how those approaches may apply to NEW Water.
 3. Provide a detailed milestone schedule covering all elements of the work, including meetings, document reviews, information requests, testing, and any other required activities.
 4. Provide a sample of an equipment testing and system verification procedure from a similar client engagement to demonstrate the firm's technical process and expectations.
 5. Provide a comprehensive list and description of all hardware required to perform this scope of services. Include the proposed installation location for each device and identify any dependencies or site requirements, and how such installation will not create cybersecurity vulnerabilities.

6. Describe in detail how the firm will monitor, track, and verify NEW Water's compliance and performance within the response program. Include the process for notifying NEW Water of events, performance results, variances, and corrective actions. Provide the expected format and frequency of event-specific reporting for each NEW Water facility.
7. Describe in detail the software application(s) the firm will provide NEW Water for real-time or near-real-time visibility into program performance, separate from existing facility monitoring systems. Include access requirements, user roles, and reporting capabilities.
8. Describe how the firm will provide real-time performance reporting during an emergency or test event.
9. Provide a detailed description of the firm's proposed approach for managing generator operations during a grid outage event.
10. NEW Water requires quarterly meetings to review performance data, pricing updates, revenue projections, and system load forecasting. Describe how the firm will meet this requirement, including proposed meeting format, data delivery, and participant roles.
11. The respondent should describe how the firm would calculate NEW Water's nomination and registration in the program(s).

d. Financials (no page limit)

1. The firm shall clearly describe the revenue-generating approach proposed for NEW Water, including all methodologies, assumptions, and calculations used to determine payments to NEW Water upon successful enrollment in the program. The firm shall also disclose, for each NEW Water facility, the required capacity supply obligations, the total program payment amount, the cost-sharing percentage, and the total projected dollar amount to be paid to NEW Water.
2. NEW Water will not consider agreements that impose penalties for non-performance. The Aggregator shall not pass through any market penalties or settlement charges arising from NEW Water's non-performance; the Aggregator must absorb such charges. Only positive settlement revenues may be shared with NEW Water. Proposals should clearly reflect this expectation and confirm that no such penalties will apply.
3. Proposals must include a current, project-specific version of the firm's proposed agreement that reflects the terms applicable to this scope.
4. The committed curtailment amounts will be determined solely at NEW Water's discretion from time to time. NEW Water does not guarantee any level of committed curtailment or any related compensation payable to the Aggregator. The Aggregator agrees that all compensation for Services under this Agreement will be paid only from funds actually received from the applicable program administrator. Under no circumstances will NEW Water be responsible for direct payment of any such compensation to the Aggregator, including situations where committed curtailment is not provided.
5. The proposal must include a detailed timeline outlining the transfer of payment from the MISO settlement to NEW Water, including any firm specific delays or holding periods. All payments must be provided in a format and manner acceptable to NEW Water.

5) PROPOSAL SUBMISSION

- a. An electronic copy in Portable Document Format (PDF) of the proposal shall be furnished. The proposals will serve as a basis for selection of a firm and subsequently, for negotiation and execution of a formal contract. It is acceptable to submit proposals via email if the firm verifies that the document has been received.

b. Proposals shall be addressed to:

Patrick Wescott, Director of Operations
NEW Water
2231 N. Quincy Street
Green Bay, WI 54302
pwescott@newwater.us
(920) 438-1090

c. Questions concerning this RFP should be directed to Patrick Wescott at pwescott@newwater.us. Questions will be accepted until 4:00 p.m. local time (Central Standard Time) on December 24, 2025.

d. Anticipated schedule:

1. The RFP schedule is:

- (1) Questions by:
- (2) Answers by:
- (3) Submit proposals by:
- (4) Consultant selection by:
- (5) Notice to proceed by:

December 24, 2025
December 30, 2025
January 2, 2026
January 9, 2026
January 23, 2026

All proposals must be received by NEW Water no later than 4:00 p.m. local time (Central Standard Time) on January 2, 2026. Any proposal received after this deadline will be considered late and will not be accepted.

6) SELECTION PROCESS

Proposals will be evaluated using a combination of monetary and non-monetary criteria. The contract will be awarded to the proposer that demonstrates the strongest overall value to NEW Water and its ratepayers, with a clear ability to maximize revenue and deliver reliable performance.

7) CONTRACT

Terms of the formal contract will be negotiated between NEW Water and the selected firm. NEW Water anticipates that the scope of services described in proposals may be refined through NEW Water/firm discussions such that a mutually acceptable project scope, level of effort, and revenue cost share can be developed.

8) ATTACHMENTS

a. NA

Memorandum

TO: Commission
Nathan Qualls

FROM: Lisa Sarau

DATE: January 16, 2026

SUBJECT: Sewer Plan Approvals

Background

The Village of Bellevue, City of De Pere, City of Green Bay, and Village of Howard have submitted requests for approval of sanitary sewer plans. Location maps are attached. These requests include the following:

Village of Bellevue Sanitary Sewer Plan Project #250093 – McAuliffe Acres: GBMSD Request #2026-01. The Village of Bellevue project is intended to serve 20 acres of residential development. Ultimately, the proposed sewer is intended to serve 64.7 acres of development. Flow from the development will be tributary to the East River Bellevue Interceptor, which is consistent with NEW Water's planning documents.

City of De Pere capital projects; GBMSD Request #2026-02 is seeking administrative approval of its anticipated 2026 projects, including Project 25-04 with a sanitary sewer extension of NEW Water's Ninth Street Interceptor on American Boulevard, Project 26-04 with sanitary sewer replacement work near N. Ontario Street and Franklin Street, Project 26-17 with the new sanitary sewer construction for Bungalows – Phase 2 and Phoenix of De Pere – Phase 2 subdivisions near Employers Boulevard and Lawrence Drive. Any sewer extensions not shown or covered within this approval will require individual Commission approval.

City of Green Bay Pavement X-26 – Oak Street Reconstruction: GBMSD Request #2026-03. The City of Green Bay project is intended to serve 12.5 acres of existing residential development. Ultimately, the proposed sewer is intended to serve 170.9 acres of existing development. Flow from the development will be tributary to the East River Bellevue Interceptor, which is consistent with NEW Water's planning documents.

Village of Howard Sanitary Sewer Project #26006 – Glendale Avenue / Glendale Estates: GBMSD Request #2026-04. The City of Green Bay project is intended to serve 75 acres of residential development. Ultimately, the proposed sewer is intended to serve 2,060 acres of residential development. Flow from the development will be tributary to the Bayview Interceptor, which is consistent with NEW Water's planning documents.



Recommendation

Staff recommends Commission approval of the Village of Bellevue, City of De Pere, City of Green Bay, and Village of Howard 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.

Commission Action

Request Commission approval of the Village of Howard, City of De Pere, City of Green Bay, and Village of Howard sewer plans, with the City of De Pere approval subject to staff technical review.

Attachments



G. B. M. S. D. PLAN APPROVAL

REQUEST NO. GBMSD # 2026-01

PROJECT NO. VILLAGE OF BELLEVUE # 250093

EXAMINED BY P. REINHART DATE 12/30/25

APPROVED BY G.B.M.S.D. COMMISSION

MOTION NO. DATE



Mcauliffe Acres

Roadway, Stormwater, and Utility Plans

Village of Bellevue, Brown County, Wisconsin



vierbicher
planners | engineers | advisors

APPROVED FOR CONSTRUCTION

Project Information

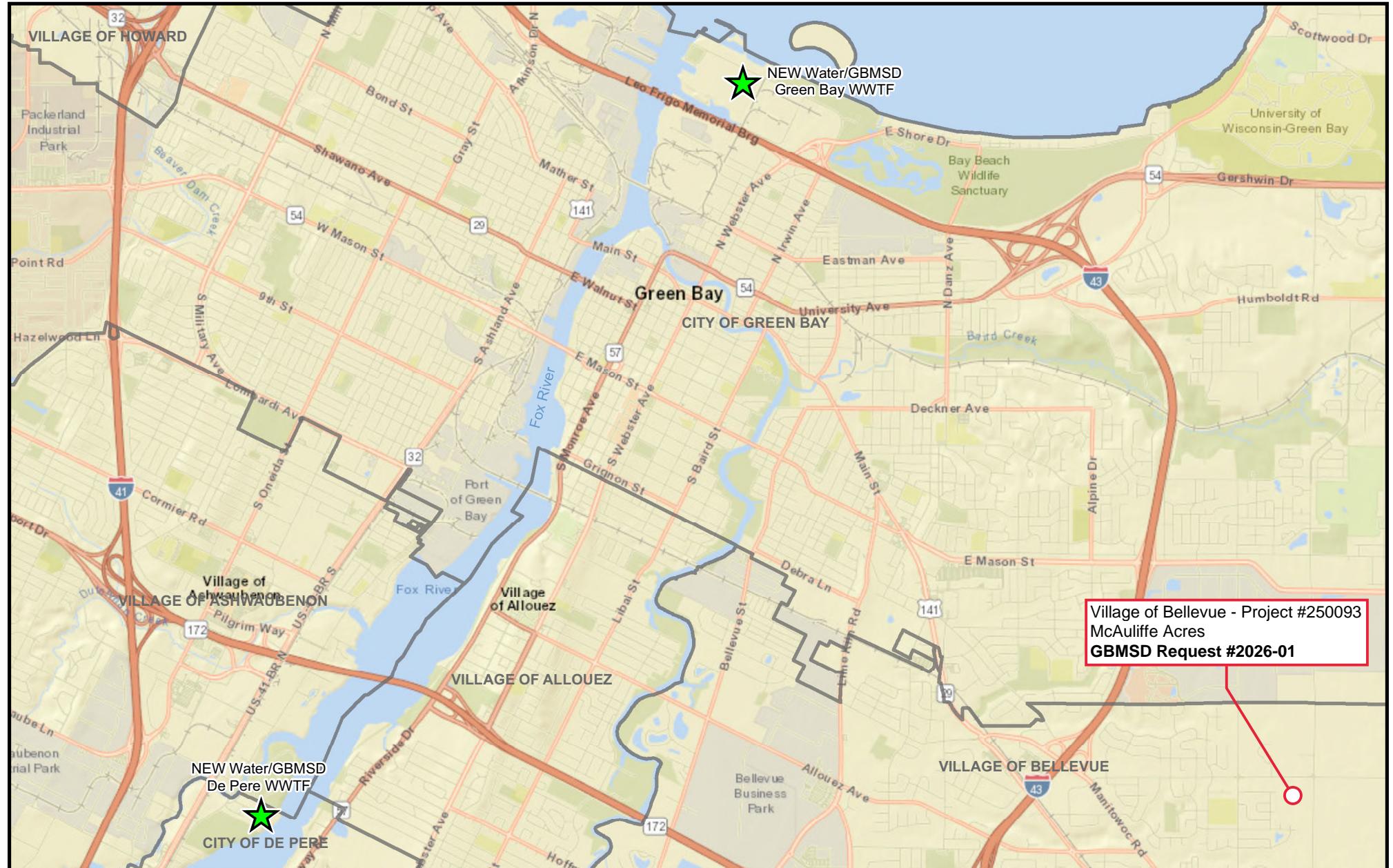
Owner(s):	Landmark Development (Keith Garot) Moski Corp. (Paul Kosmoski)
Project Name:	Mcauliffe Acres North and Mcauliffe Acres First Addition
Project Description:	49 residential lots with stormwater management
Project Location:	Eaton Rd, Warm Springs Dr
Parcel Number(s):	B-38, B-38-2, B-38-4, B-2490-2

Contact Information

Owner(s):	Landmark Development Keith Garot 320 Main Street De Pere, WI 54115 Ph.: 920-337-9566
Engineer:	Moski Corp Paul Kosmoski 1270 Main Street Green Bay, WI 54302 Ph.: 920-432-9230
Engineer:	Vierbicher Contact: Alicia Meagher, Tanner Wojcik 400 Security Blvd. Green Bay, WI 54313 Ph.: 920-434-9670

Sheet Index:	Title Sheet
Plat	C1.0-1.2 Site Layout Plan C1.3-1.4 Erosion Control Plan
	C2.0-2.7 Plan and Profiles
	C3.0-3.10 Grading Plan
	C4.0-4.19 Utility Plan
	C5.0-5.19 Cross Sections
	C6.0-6.4 Notes & Details

DATE: 11-6-2025
PROJECT NO. B-8907
SHEET NO. TITLE
DRAWING NO. S-3973

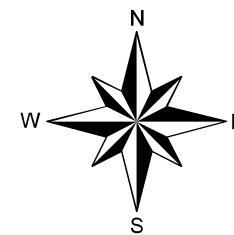


LEGEND

 Municipal Boundaries

January 2026

GBMSD Sewer Plan Approval Request Location



NEW Water
The brand of the Green Bay
Metropolitan Sewerage District

CITY OF DE PERE

Engineering

925 S. Sixth Street, De Pere, WI 54115 | 920-339-4061 | www.de-pere.org



Location: Various Locations

SANITARY SEWER DESIGN COMPUTATIONS

By: Eric Rakers

Date: 12/30/2025

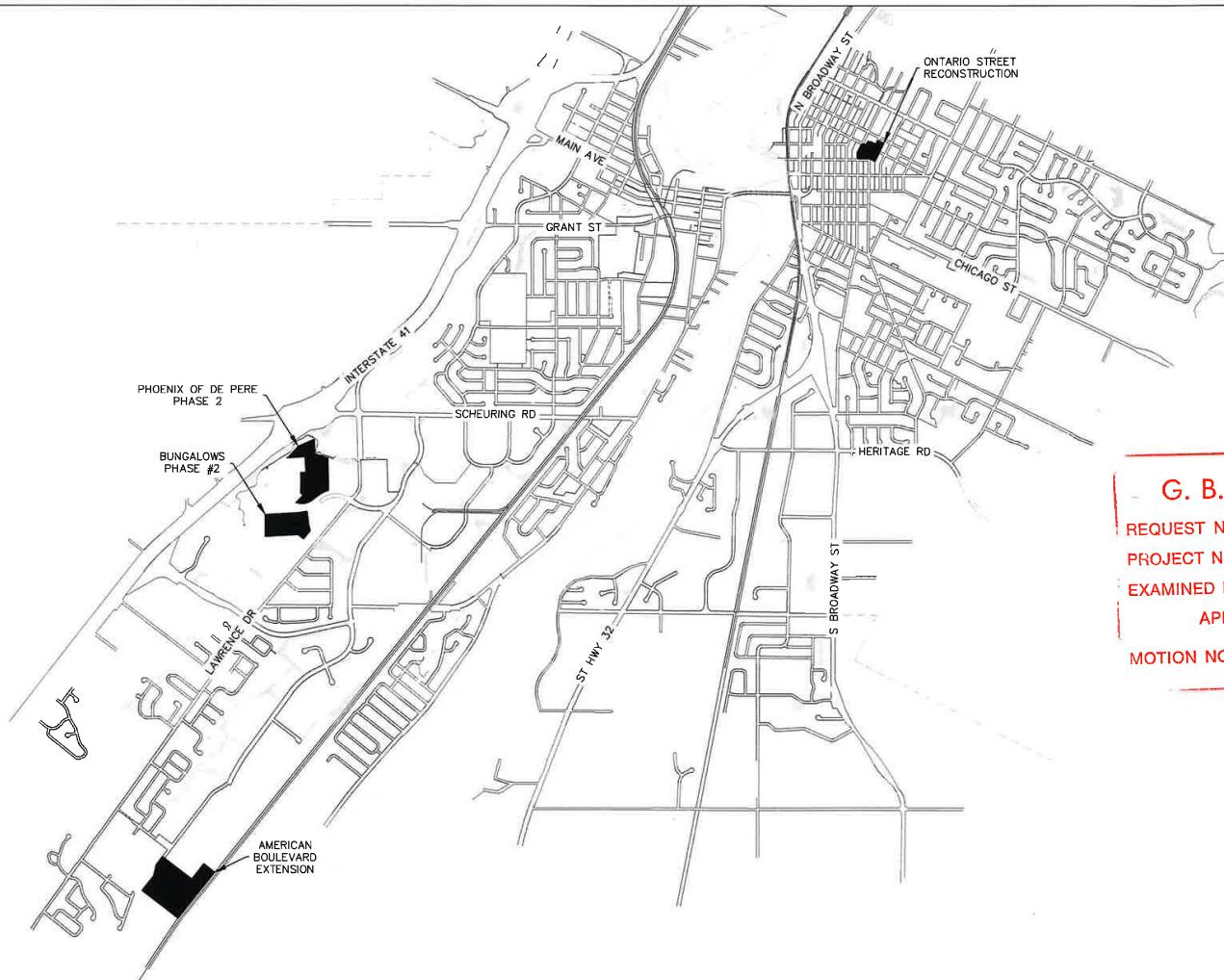
Location	Proposed Improvement	Comments	Service Area (Acres)	Land Use	Estimated Flow/Acre	Peak Factor	Max Flow (cfs)	Pipe Information				
								Length (ft)	Material	Diameter	Slope (ft/ft)	Capacity
Project 25-04 American Boulevard Extension	New Construction	This is part of the GBMSD NSI.	38.1	Light Industrial (1)	0.0005	4.0	0.08	1175	PVC	24-Inch	0.0008	7.58
Project 26-04 Ontario Street Reconstruction	Remove and Relay	No service area/flow change. Sewer being reconstructed. New sewer being installed to several properties that are connected to a sanitary sewer on one sewer lateral.	0	Medium Residential	0.0	0.00		825	PVC	8-Inch	0.004	0.91
Project 26-17 Subdivision Construction	New Construction	Bungalows - Phase 2	16.8	Medium Residential	0.0008	4.0	0.05	1560	PVC	8-Inch	0.004	0.91
	New Construction	Phoenix of De Pere - Phase 2	23.6	High Residential	0.004	4.0	0.38	908	PVC	8-Inch	0.004	0.91

G. B. M. S. D. PLAN APPROVAL

REQUEST NO. GBMSD #2026-02
 PROJECT NO. CITY OF DE PERE 2026 PROJECTS
 EXAMINED BY R. REINHART DATE 12/30/25
 APPROVED BY G.B.M.S.D. COMMISSION

MOTION NO. _____ DATE _____

CITY OF DE PERE PROPOSED 2026 SANITARY SEWER CONSTRUCTION PROJECTS



CITY OF DE PERE



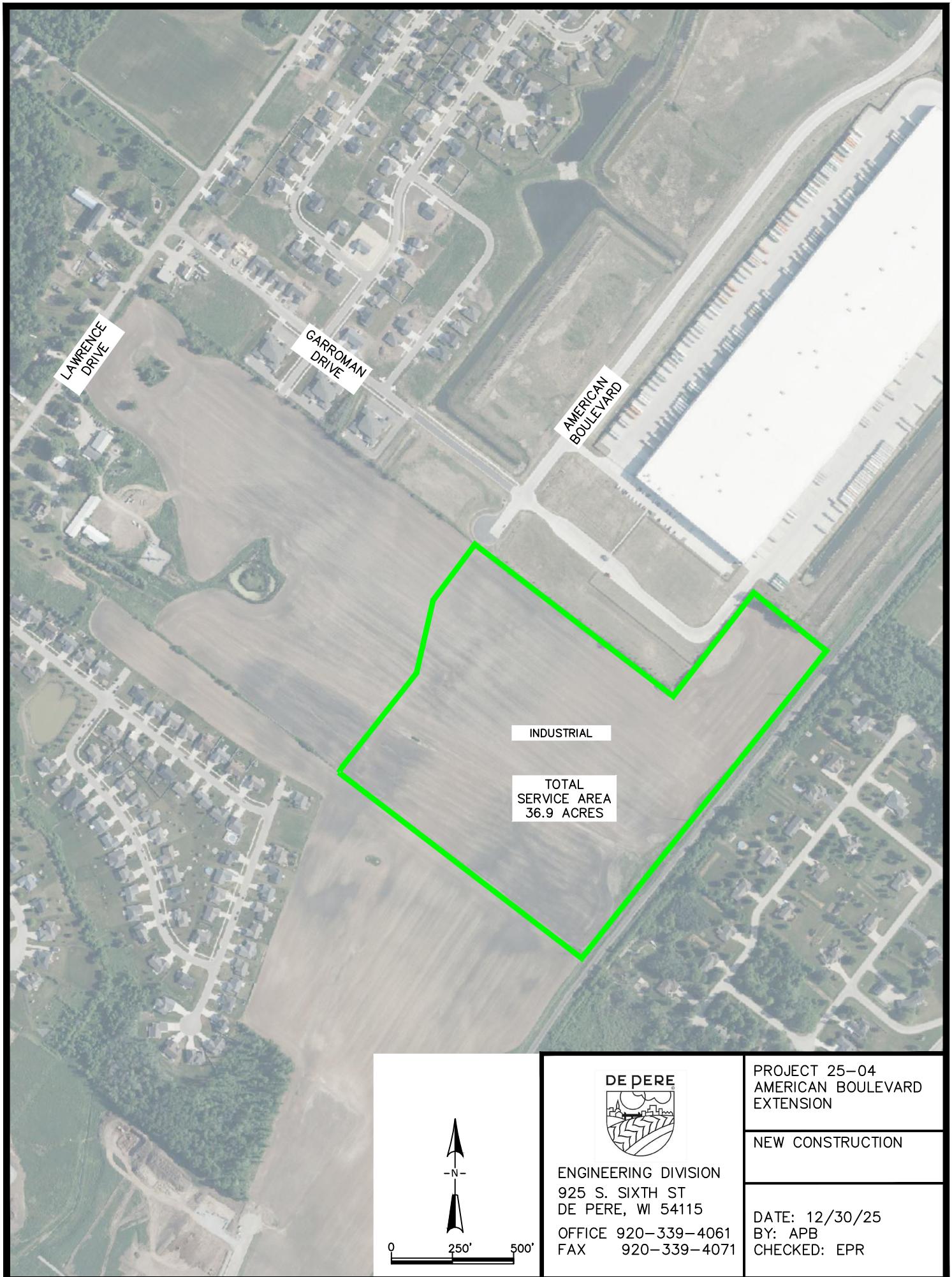
ENGINEER DIVISION
925 S. SIXTH ST
DE PERE, WI 54115

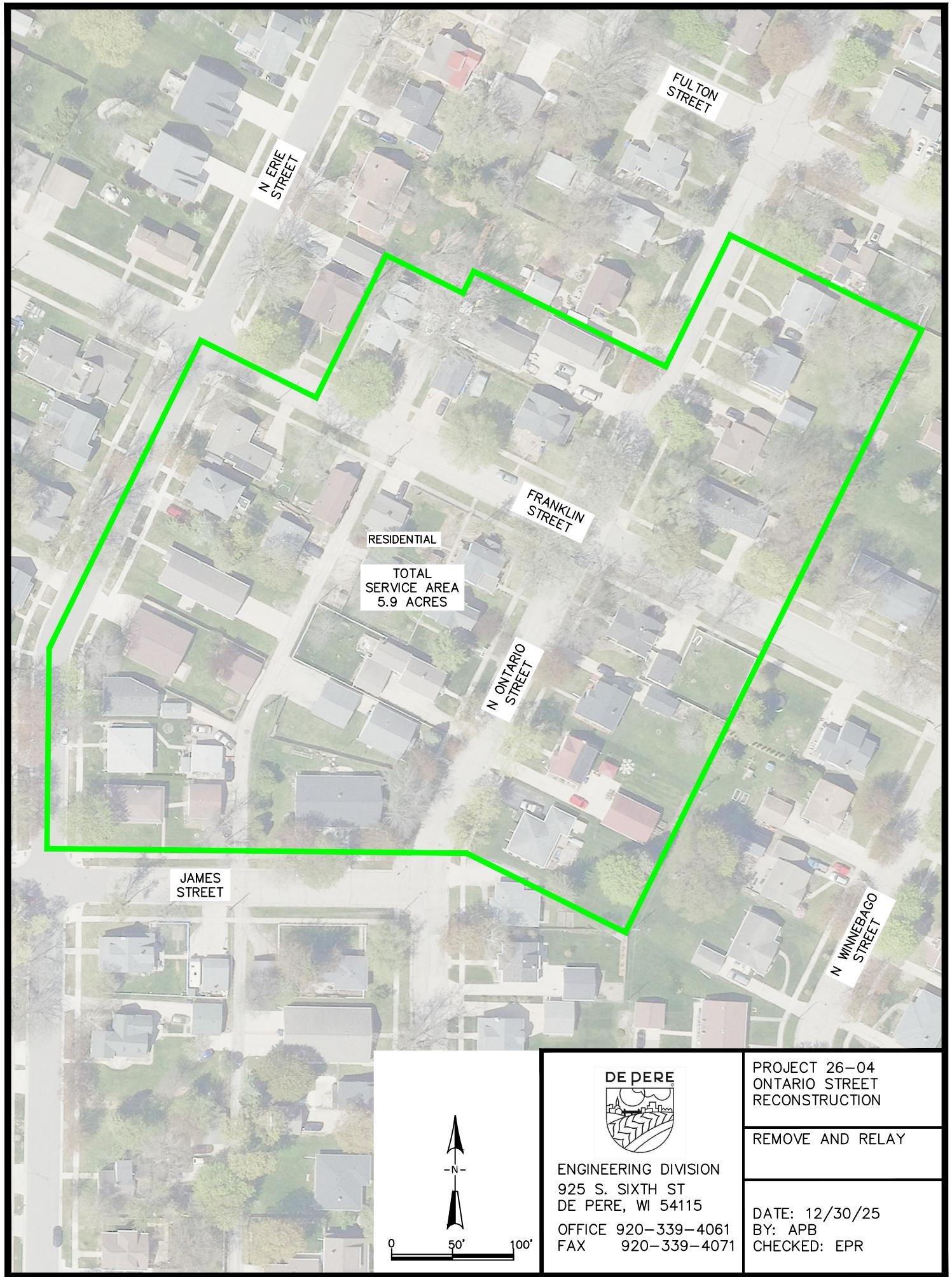
G. B. M. S. D. PLAN APPROVAL

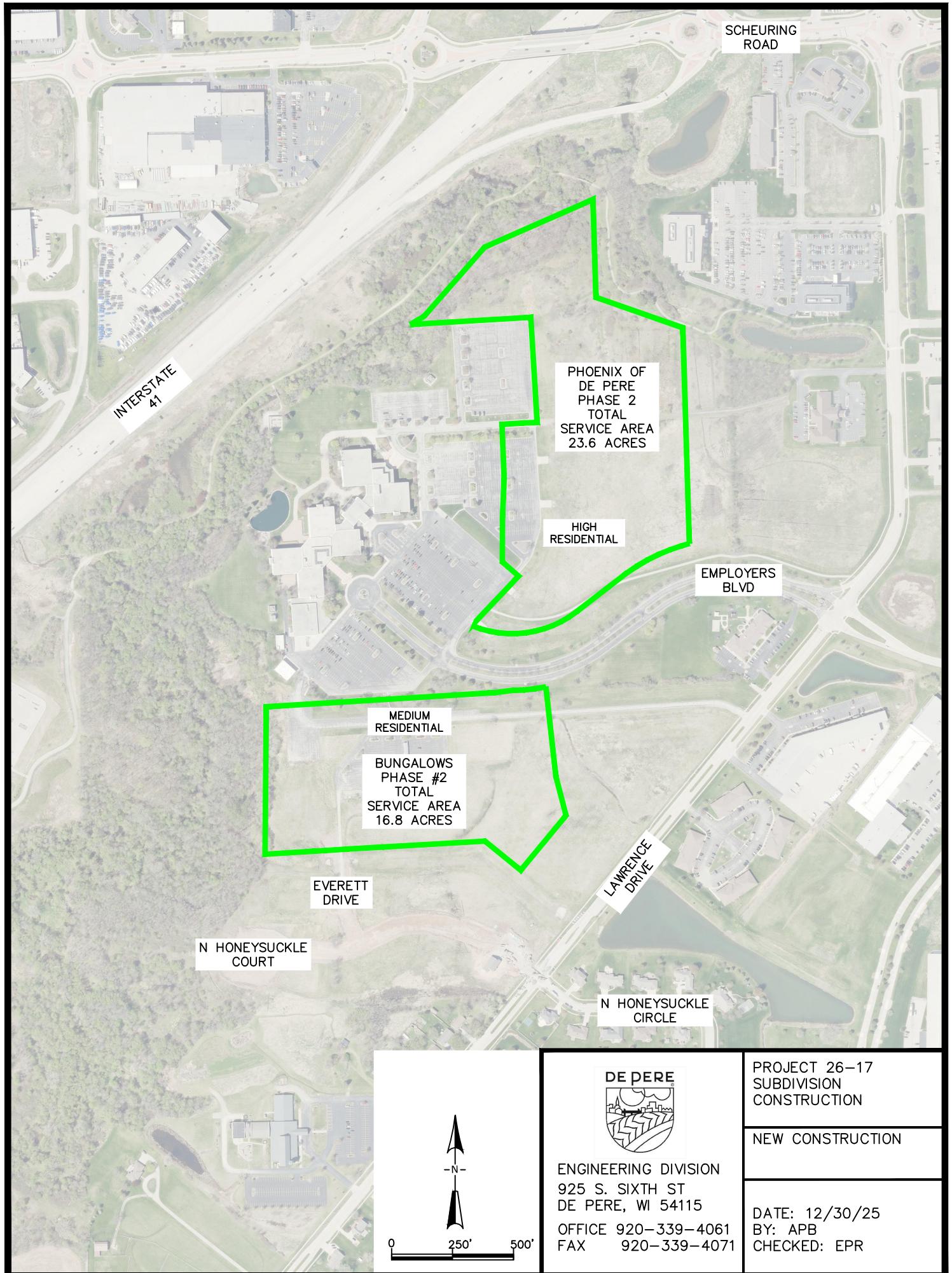
REQUEST NO. GBMSD #2026-02
PROJECT NO. CITY OF DEPERE 2026 PROJECTS
EXAMINED BY REINHART DATE 12/30/25
APPROVED BY G.B.M.S.D. COMMISSION
MOTION NO. DATE

SITE LOCATION MAP
N.T.S.









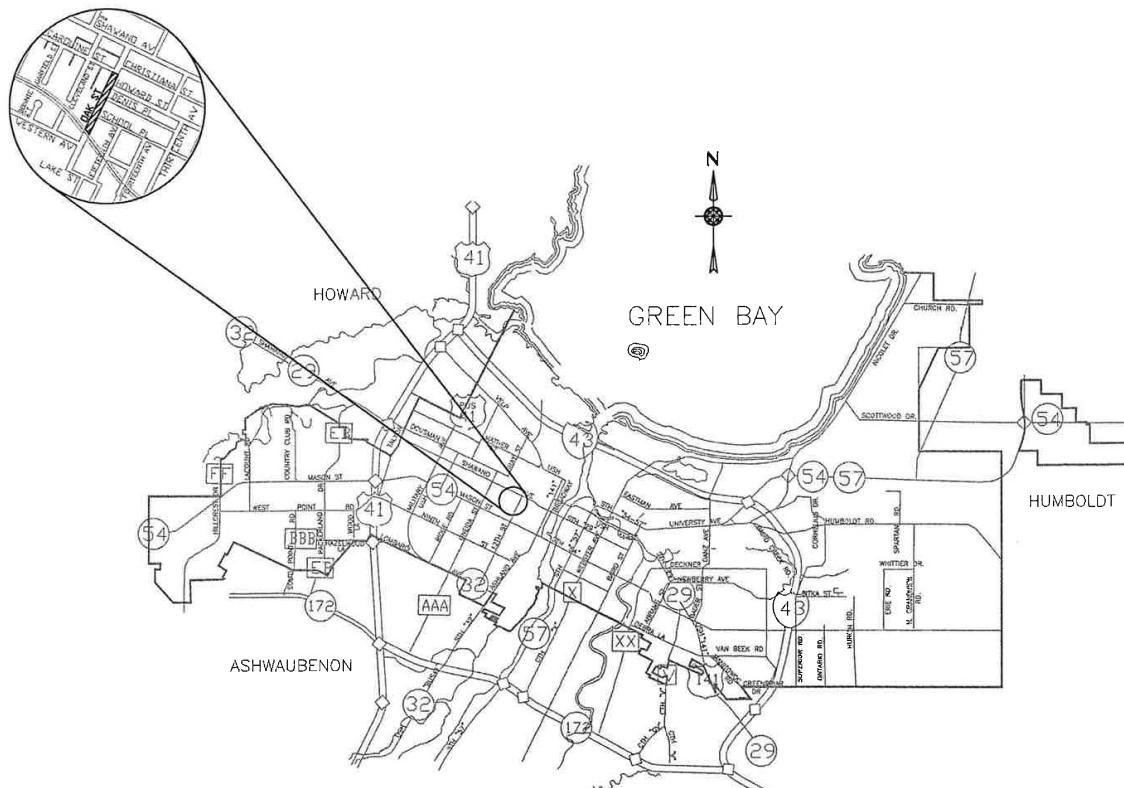
CITY OF GREEN BAY
DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION

PAVEMENT X-26 OAK STREET RECONSTRUCTION

RAILROAD TRACKS TO HOWARD STREET

INDEX OF SHEETS

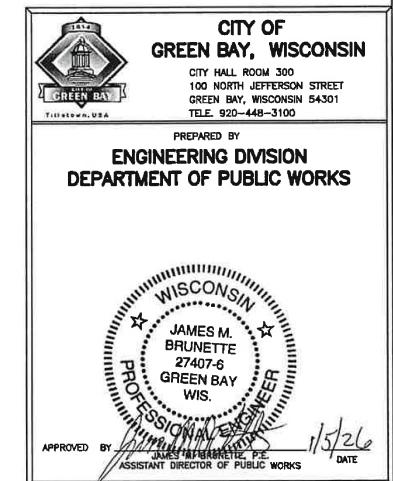
- 1.0 TITLE SHEET
- 2.0 GENERAL NOTES & TYPICAL SECTIONS
- 3.0 PLAN DETAILS
- 4.0 PLAN & PROFILE
- 5.0 CROSS SECTIONS
- 6.0 ESTIMATE OF QUANTITIES

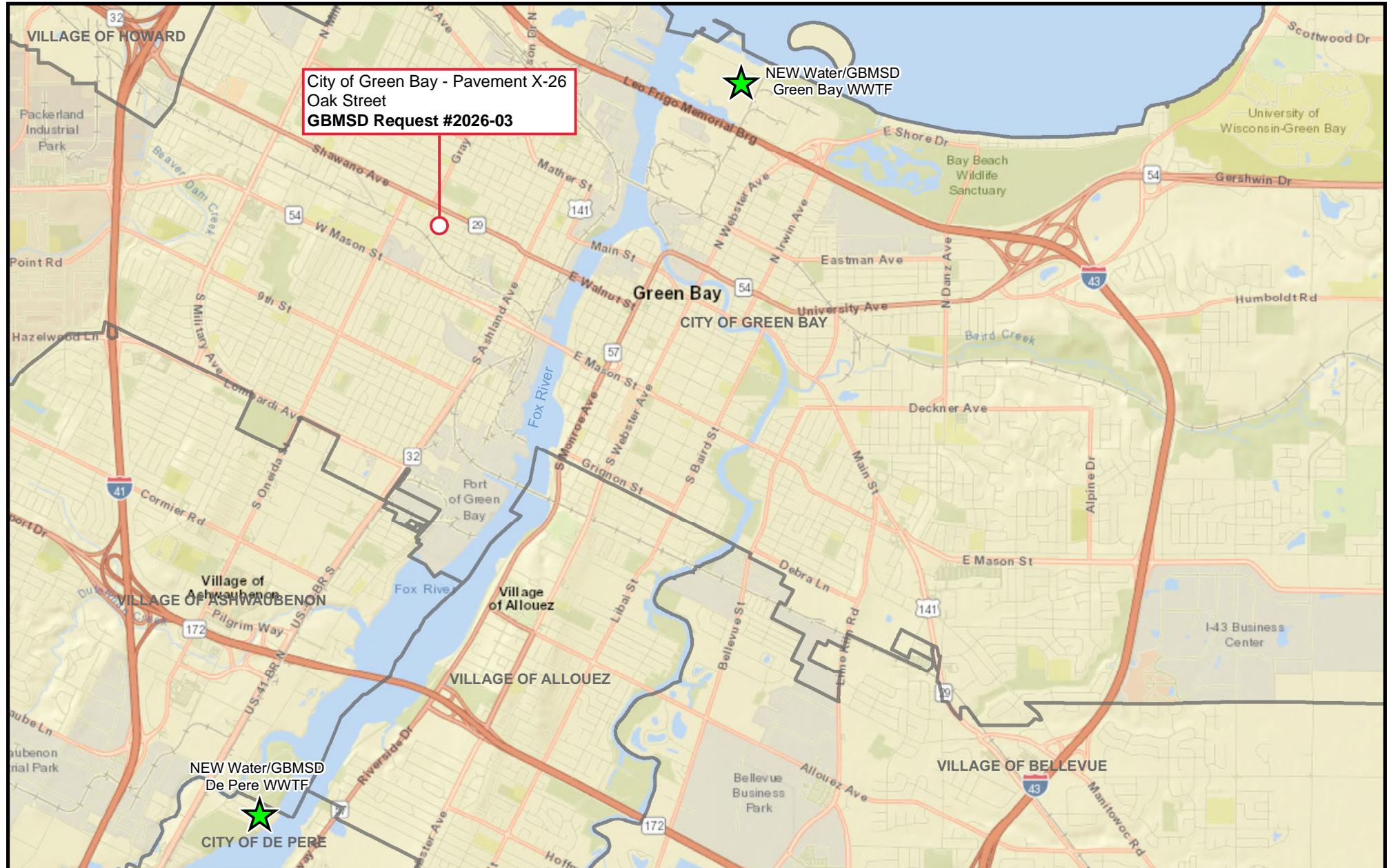


G. B. M. S. D. PLAN APPROVAL

REQUEST NO. GBMSD # 2026-03
PROJECT NO. CITY OF GREEN BAY PAVEMENT X-26
EXAMINED BY G. B. M. S. D. COMMISSION DATE 1/6/26
APPROVED BY G. B. M. S. D. COMMISSION

MOTION NO. DATE



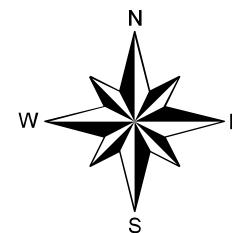


LEGEND

Municipal Boundaries

January 2026

GBMSD Sewer Plan Approval Request Location



NEW Water
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Metropolitan Sewerage District

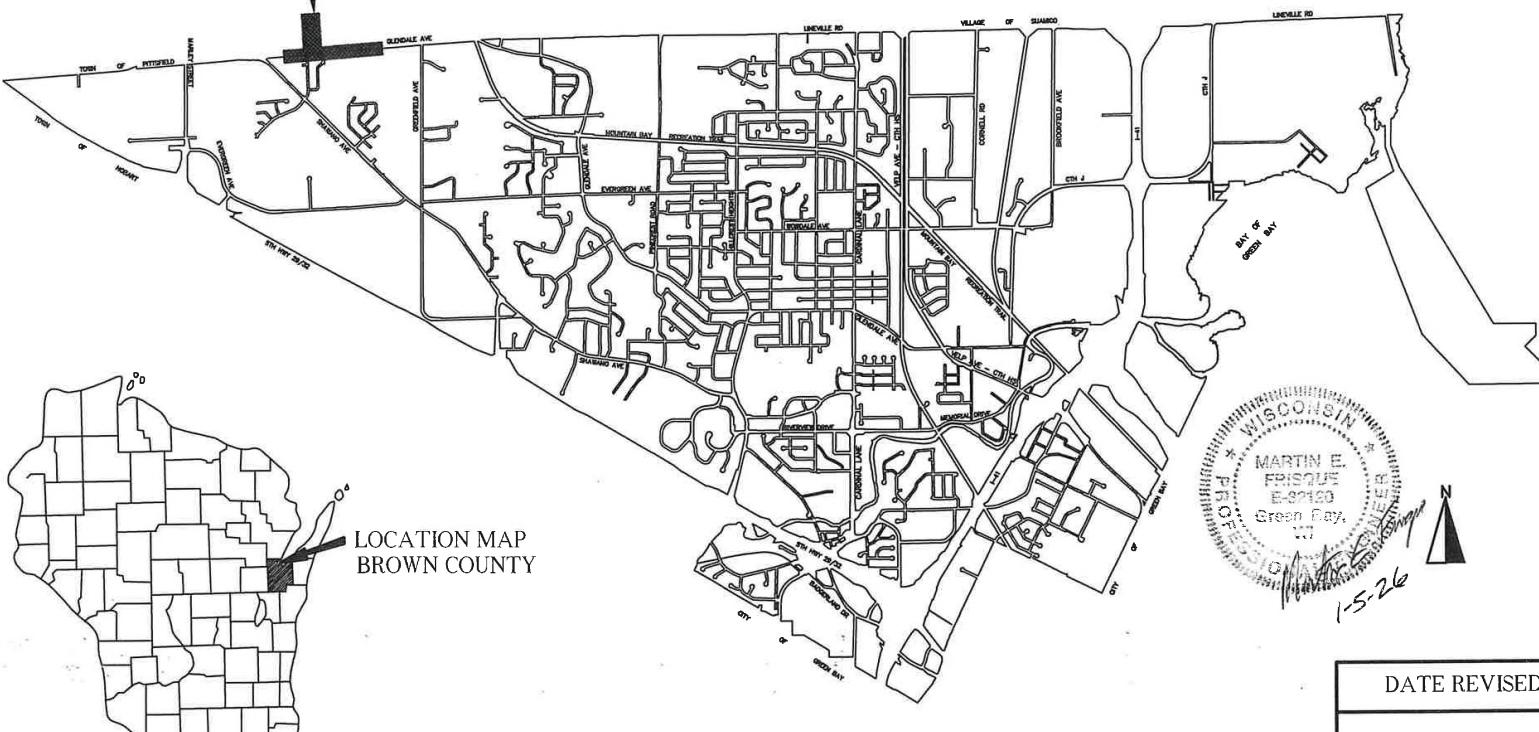
INDEX OF SHEETS

1	TITLE
2-3	EROSION CONTROL, GLENDALE AVENUE
4-9	PLAN & PROFILES, GLENDALE AVENUE
10	EROSION CONTROL, GLENDALE ESTATES
11-14	PLAN & PROFILES, GLENDALE ESTATES

GLENDALE AVENUE / GLENDALE ESTATES SANITARY SEWER INTERCEPTOR

**VILLAGE OF HOWARD
BROWN COUNTY, WISCONSIN
VILLAGE PROJECT NO. 26006
FEBRUARY, 2026**

**GLENDALE AVENUE /
GLENDALE ESTATES
PROJECT LOCATION**



• LOCATION MAP
BROWN COUNTY

PROJECT UTILITIES CONTACTS:

WISCONSIN PUBLIC SERVICE CORP (ELECTRIC)
CASEY GERONDALE
CASEY.GERONDALE@WISCONSINPUBLICSERVICE.COM
OFFICE: (920) 617-5185
MOBILE: (920) 680-1989

~~WISCONSIN PUBLIC SERVICE CORP (GAS)~~
ADAM LEY
ADAM.LEY@WISCONSINPUBLICSERVICE.COM
OFFICE: (920) 433-1079

G. B. M. S. D. PLAN APPROVAL

REQUEST NO. 2026-04

PROJECT NO. VILLAGE OF HONARV OFFICE (920) 432-4142
MOBILE (920) 227-8893

EXAMINED BY C. AMENSON

APPROVED BY G.B.M.S.D. COMMISSIONER GEOFF TULACHKA GEOFF.TULACHKA@CHARTER.COM
OFFICE: (820) 213-8400

MOTION NO.

~~INSIGHT~~ / .NET LEC LLC
RICK VINCENT
RICK.VINCENT@INSIGHT.COM
OFFICE: (920) 817-7316

TDS
SEAN MURRAY
SEAN.MURRAY@TDSTELECOM.COM
OFFICE: (608) 664-4606
MOBILE: (608) 888-5207

VILLAGE OF HOWARD
GEOFF FARR
GFARR@VILLAGEOFHOWARD.COM
OFFICE: (920) 434-4080

**BROWN COUNTY PLANNING, SOFT
JEFF DUMEZ**

UNDERGROUND UTILITIES SHOWN ON PLANS ARE TAKEN FROM UTILITY COMPANIES RECORD DRAWINGS OR PRELIMINARY FIELD LOCATES.
WIS. STATUTES 182.0175 (1974) REQUIRES MINIMUM OF 3 WORK DAYS NOTICE BEFORE YOU EXCAVATE.
TO OBTAIN LOCATION OF PARTICIPANTS' UNDERGROUND FACILITIES, CALL DIGGER'S HOTLINE 1-800-242-8511 TOLL FREE.

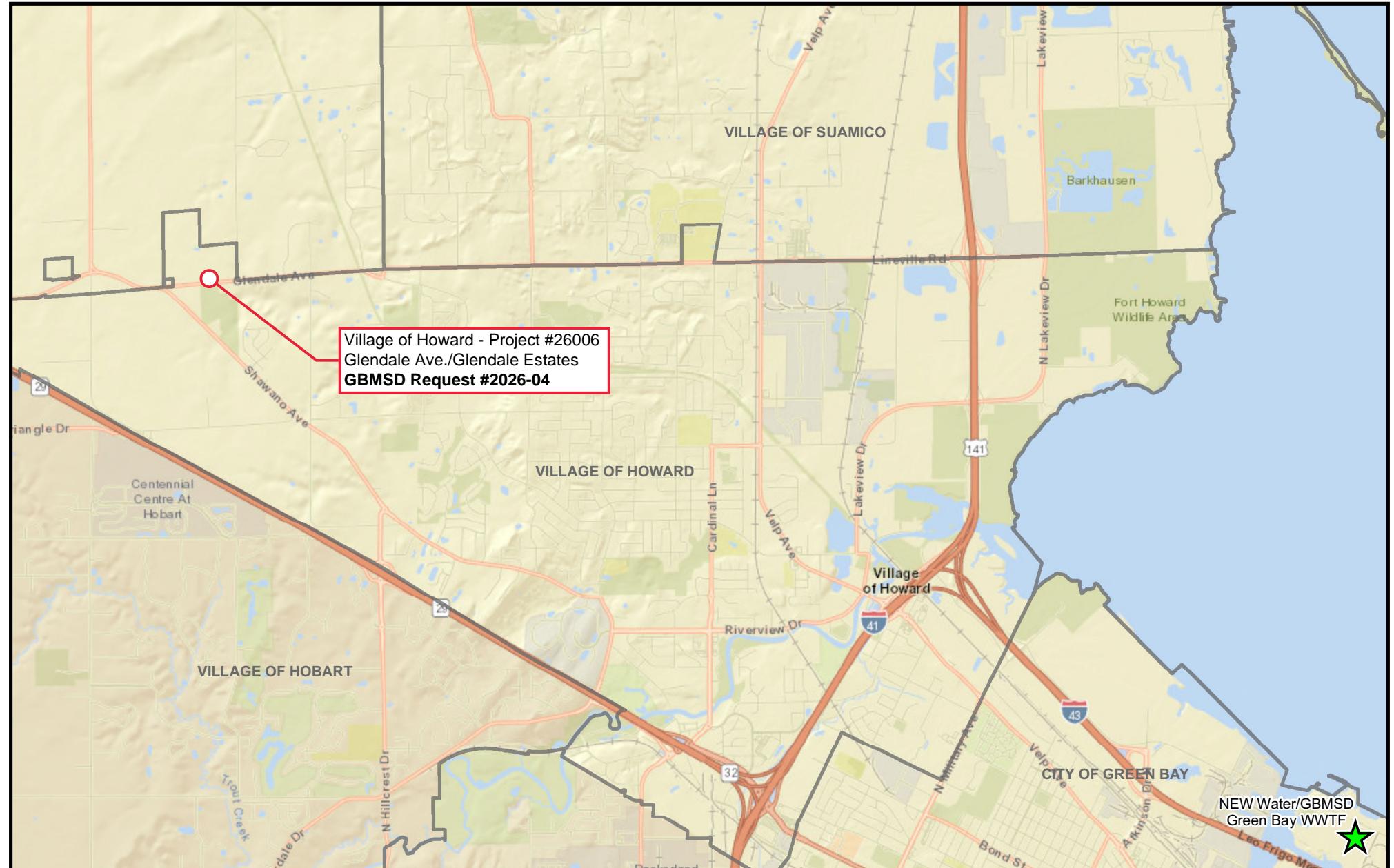
ORIGINAL PLANS PREPARED BY
VILLAGE OF HOWARD ENGINEERING DEPT.
1336 CORNELL RD., GREEN BAY, WI 54313
(920) 434-4060



DATE REVISED

SCOTT JONES DIRECTOR

VILLAGE ENGINEER

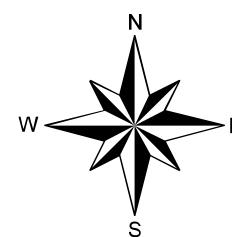


LEGEND

Municipal Boundaries

January 2026

GBMSD Sewer Plan Approval Request Location



NEW Water
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Metropolitan Sewerage District

Project Updates Summary - January 2026

Ongoing Construction Projects

Schedule	Budget	Project Name	Project Driver	Status Update	Capital Costs to Date	Approved Costs Including Contingency
●	●	GBF: North Plant Clarifier Rehabilitation	Reliability / Aging Infrastructure	Work has been ongoing. Currently, 2 primary clarifiers and 5 final clarifiers have been completed, but the structural analysis of the equipment has revealed deficiencies in the equipment. The equipment manufacturer has identified solutions for the structural issues, and the contractor has provided an updated schedule to address the necessary re-work. On schedule , anticipate completion in 2026.		
●	●	GBF: Thickening Improvements	Capacity Aging Infrastructure System Performance Optimization	Contractor is working on preparatory work for the installation of the new thickening equipment. One of the gravity belt thickeners is currently on site. On schedule , anticipate completion in 2028.	\$24,866,606	\$40,958,731
●	●	Ninth Street Interceptor Relocation Southbridge	WisDOT Project	Settlement measurements located in the interceptor area have stabilized. NEW Water will be meeting with WisDOT to discuss the schedule for the remaining work in early February. WisDOT is responsible for 90% of eligible costs. Delayed due to WisDOT work, anticipate completion in early 2026.	\$7,946,230	\$27,519,011
●	●	DPF: Influent Pumping & Headworks Project	Capacity Aging Infrastructure System Performance Optimization	Contractor has completed bypass pumping system and demolition of grit removal equipment. Contractor is currently running electrical conduit in preparation of equipment arrival. On schedule	\$448,283	\$840,677
●	●	East River Interceptor Renewal	Aging Infrastructure	Contractor has completed cured in place pipe and manhole rehabilitation. Work is currently under review for acceptance. Site restoration will begin in spring. On schedule	\$3,766,359	\$27,694,596
●	●	Downtown Interceptor Renewal (East Fox River and Fox River Crossing)	Aging Infrastructure	Contractor is preparing for sliplining of EFR. On schedule	\$6,275,226	\$14,208,944
●	●	GBF: Administration Building Air Handling Unit Replacement Project	Aging Infrastructure	Construction has been completed on the south side of the Administration Building. Work is nearing completion on the north side of the Administration Building and will be moving to the Maintenance Building and Solids Building in the near future. On schedule	\$2,158,478	\$19,594,276
					\$1,399,709	\$2,071,500

Future Construction Projects

Schedule	Budget	Project Name	Project Driver	Status Update	Capital Costs to Date	Estimated Cost
●	●	GBF: Pumping & Headworks Project	Capacity Aging Infrastructure System Performance Optimization	Design is underway. On schedule , anticipate design completion in late 2026.		\$60,000,000 - \$95,000,000
●	●	East River Lift Station & Force Main Improvements	Capacity Aging Infrastructure	Design is underway. Working on customer agreements Delayed , anticipate design completion in early 2026.	\$945,988	\$12,500,000
●	●	GBF: Misc. Pumping and High Strength Waste Improvements	Aging Infrastructure	Design is underway. On schedule , anticipate design completion in early 2026	\$456,234	\$4,500,000 - \$7,000,000

Planning Projects

Schedule	Budget	Project Name	Project Driver	Status Update
No active planning projects at this time.				

Monthly Construction Progress Report

Project Name: East River Interceptor Renewal

Project Number: 230003CO1

Report Number: 6

Reporting Period: November 20, 2025, to January 15, 2026

Project Manager: Max McGuire

Contractor: Michels Trenchless	
Contract Cost	Contract Time
Original Contract Sum: <u>\$11,851,948.00</u>	Original Substantial Completion: <u>September 12, 2026</u>
Net Change by Change Orders: <u>\$0.00</u>	Original Contract Completion: <u>October 12, 2026</u>
Contract Sum to Date: <u>\$11,851,948.00</u>	Revised Substantial Completion:
Total Complete and Stored to Date: <u>\$6,316,325.43</u>	Revised Final Completion:
Retainage: <u>\$631,632.54</u>	
Total Earned Less Retainage: <u>\$5,684,692.89</u>	
Previous Payments: <u>\$3,699,872.55</u>	
Balance to Finish with Retainage: <u>\$5,535,622.57</u>	
Contract Milestones	
Do milestones apply? <u>No</u>	

Contract Contingency

Authorized Amount: \$1,185,200 Amount Used: \$0

Work Progress

Contract Budget Spent: 35% Contract Work Completed: 75%

Work Accomplished During Reporting Period

The contractor has completed the installation of CIPP liners in the 30-inch upstream segment of the interceptor, totaling about 2,000 linear feet. All 14 manhole rehabilitation inserts were installed. The contractor continues to make progress with the abandonment work.

Work Scheduled for Next Reporting Period

Abandonment work is planned to continue. The contractor plans to complete any punch list items that result from review of their work. Once the contractor's work is deemed satisfactory, they will begin decommissioning and removing their temporary conveyance systems.

Outstanding Issues

None

Issues Resolved

On December 16th a sanitary sewer overflow (SSO) occurred due to the failure of an air relief pod on the temporary conveyance system. The SSO was addressed and proper clean up and reporting actions were taken.



Photo 1 – Michels installing the FRP manhole insert on Roosevelt Street.



Photo 2 – Michels installing 30" CIPP liner segment at Emilie Street.

Monthly Construction Progress Report

Project Name: Downtown Interceptor Renewal Project

Project Number: 230003CO2

Report Number: 4

Reporting Period: October 9, 2025, to January 15, 2026

Project Manager: Max McGuire

Contractor: Engineering & Construction Innovations, Inc.		
Contract Cost	Contract Time	
Original Contract Sum: <u>\$16,392,987.00</u>	Original Substantial Completion:	<u>September 25, 2026</u>
Net Change by Change Orders: <u>\$0.00</u>	Original Contract Completion:	<u>October 25, 2026</u>
Contract Sum to Date: <u>\$16,392,987.00</u>	Revised Substantial Completion:	
Total Complete and Stored to Date: <u>\$1,031,620.00</u>	Revised Final Completion:	
Retainage: <u>\$103,162.00</u>		
Total Earned Less Retainage: <u>\$928,458.00</u>		
Previous Payments: <u>\$771,181.20</u>		
Balance to Finish with Retainage: <u>\$15,361,367.00</u>		
Contract Milestones		
Do milestones apply?		No

Contract Contingency

Authorized Amount: \$1,639,300 Amount Used: \$0

Work Progress

Contract Budget Spent: 7% Contract Work Completed: 7%

Work Accomplished During Reporting Period

The contractor resumed work onsite in December 2025 and has been re-cleaning segments of the interceptor flagged during the post-cleaning televising review. The contractor has also set up the road closure on S. Adams Street and begun prep work to install the access pit.

Work Scheduled for Next Reporting Period

The contractor plans to continue cleaning followed by televising their completed work. Work will also continue at the access pit installation location.

Outstanding Issues

The contractor's sewer plug had a failure when they tried to remove it from the sewer. The failed plug continued downstream to the influent pump station wet well at the Green Bay Facility where it remains to date. The contractor has made unsuccessful attempts at retrieving the plug and is currently working to provide an improved retrieval plan.

Issues Resolved

None



Photo 1 – Contractor performing a mandrel test on the East Fox River Interceptor.



Photo 2 – ECI attempting to retrieve the sewer plug from the pump station wet well.

Memorandum

TO: Commission
Nathan Qualls

FROM: Courtney Mueller

DATE: January 7, 2026

SUBJECT: 2025 November Financial Statements

Please find attached the Financial Statements for your review.

Operating Revenues

- November's operating revenues were favorable to budget by \$38K or 1.0%
- Year to date, total operating revenues were favorable to budget by \$893K or 2.0%

Operating Expenses

- November's operating expenses were favorable to budget by \$106K or 5.0% from less expenditures than budgeted in contracted services, salaries & benefits, and interceptor maintenance.
- Year to date, total operating expenses were favorable to budget by \$2.2M or 8.0% from less expenditures than budgeted in contracted services, salaries & benefits, and power.

Net Income (Loss) (Operating Income adjusted by Non-Operating Revenue and Expenses)

- Net Income for the month of November was \$891K.
- Net Income year to date was \$12.2M

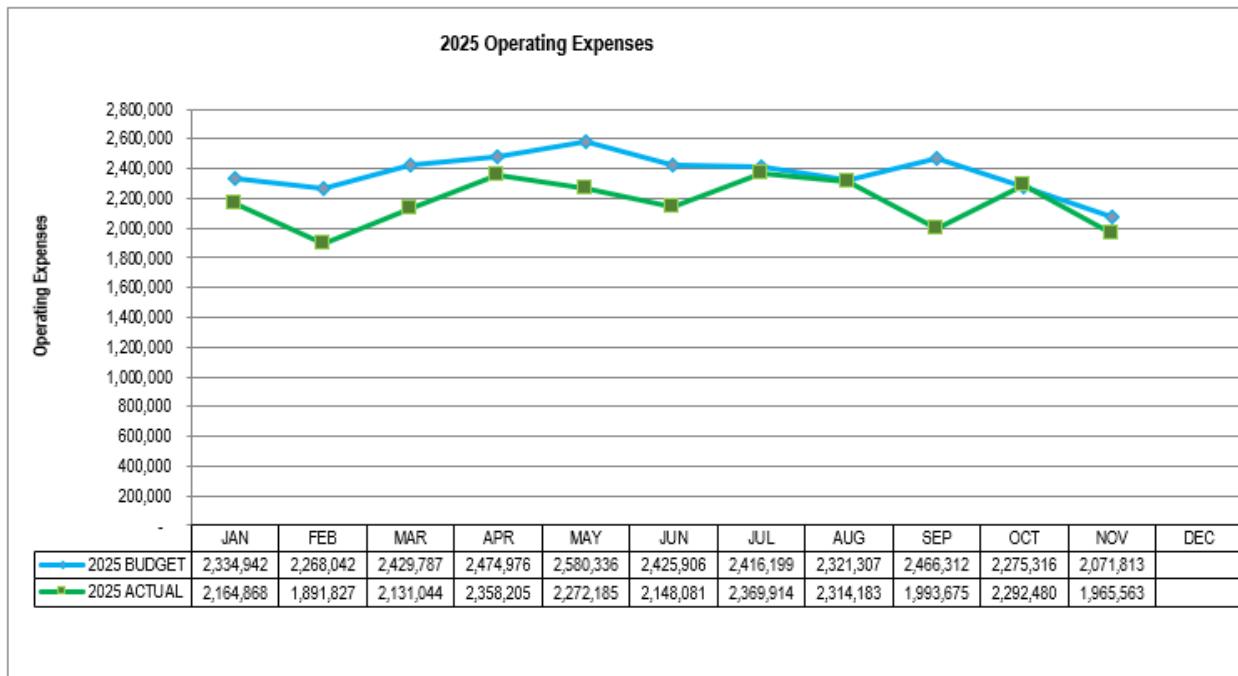
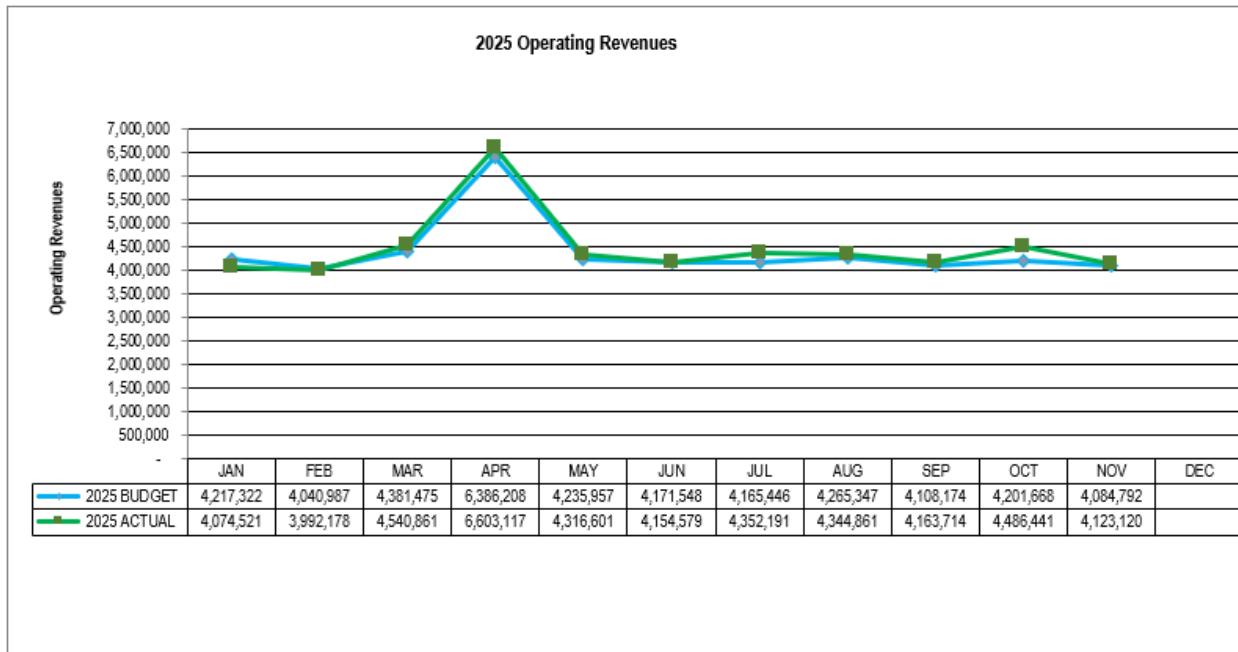
Reporting and Information

The following are the Operating Revenues and Expenses graphs; Income Statement, Statements of Net Position, and Legends are attached.

No Commission action is required.



NEW Water



NEW Water
Green Bay Metropolitan Sewerage District
INCOME STATEMENT

	Nov-25			Year to Date			Actual 2024
	Budget 2025	Actual 2025	Budget vs. Actual Favorable/(Unfavorable)	Budget 2025	Actual 2025	Budget vs. Actual Favorable/(Unfavorable)	
Operating Revenues							
User Fees - Municipal Waste	\$ 3,734,492	\$ 3,728,470	\$ (6,022)	\$ 42,203,870	\$ 42,741,034	\$ 537,164	\$ 40,503,723
User Fees - Mill Waste	246,921	263,134	16,214	\$ 4,828,589	\$ 4,642,726	(185,863)	5,076,747
Other Revenues	103,380	131,516	28,136	\$ 1,226,466	\$ 1,768,423	541,957	\$ 1,556,726
Total Operating Revenues	\$ 4,084,792	\$ 4,123,120	\$ 38,328	\$ 48,258,925	\$ 49,152,183	\$ 893,258	\$ 47,137,196
			1%			2%	
Operating Expenses							
Salaries	\$ 846,025	\$ 811,062	\$ 34,963	\$ 9,270,425	\$ 8,891,232	\$ 379,192	\$ 8,645,458
Benefits	298,748	282,816	15,932	\$ 3,081,537	\$ 2,850,562	230,975	2,863,661
Employee Development	13,595	7,399	6,196	\$ 181,855	\$ 143,755	38,099	133,389
Travel and Meetings	3,540	6,192	(2,652)	\$ 129,381	\$ 82,333	47,048	74,462
Power	180,027	172,683	7,344	\$ 2,350,781	\$ 2,043,256	307,525	2,101,897
Natural Gas & Fuel Oil	73,310	80,903	(7,592)	\$ 631,666	\$ 681,785	(50,120)	770,932
Chemicals	60,046	78,024	(17,978)	\$ 1,818,773	\$ 1,725,142	93,630	1,587,230
Maintenance - Plant	119,718	130,630	(10,912)	\$ 2,159,041	\$ 2,149,783	9,258	2,112,528
Maintenance - Interceptors	56,650	26,788	29,863	\$ 370,695	\$ 335,329	35,366	204,499
Contracted Services	287,114	228,200	58,914	\$ 3,661,347	\$ 2,845,482	815,865	2,728,133
Insurance	47,047	46,272	776	\$ 517,522	\$ 509,344	8,178	491,544
Solid Waste Disposal	5,709	6,761	(1,052)	\$ 379,741	\$ 212,117	167,624	198,735
Administrative and Information Technology	35,520	39,244	(3,724)	\$ 871,378	\$ 845,096	26,282	808,613
Supplementary Expenses (See Legend)	44,763	48,591	(3,827)	\$ 640,796	\$ 586,809	53,988	514,424
Total Operating Expenses	\$ 2,071,813	\$ 1,965,563	\$ 106,251	\$ 26,064,936	\$ 23,902,026	\$ 2,162,911	\$ 23,235,505
			5%			8%	
Operating Income	\$ 2,012,979	\$ 2,157,557	\$ 144,578	\$ 22,193,989	\$ 25,250,157	\$ 3,056,168	\$ 23,901,691
			7%			14%	
Non-Operating Revenues and Expenses							
Investment Income	\$ 155,000	\$ 229,827	\$ 74,827	\$ 1,671,397	\$ 2,687,978	\$ 1,016,580	\$ 2,555,662
Unrealized Gain/Loss on Investment	\$ -	-	\$ -	\$ -	\$ -	\$ -	\$ -
Amortization of Premium	\$ -	-	\$ -	\$ -	\$ -	\$ -	\$ -
Depreciation	\$ (1,131,831)	\$ (1,131,831)	\$ -	\$ (12,450,141)	\$ (12,450,141)	\$ -	(12,763,234)
Gain (Loss) on Disposal of Fixed Assets	0	-		\$ -	\$ -	\$ -	15,000
Interest Expense	\$ (291,694)	\$ (365,028)	\$ (73,334)	\$ (3,208,639)	\$ (3,324,065)	\$ (115,426)	(3,180,081)
Misc Non-Operating Expenses	\$ -	-	\$ -	\$ -	\$ -	\$ -	-
Total Non-Operating Revenues and Expenses	\$ (1,268,525)	\$ (1,267,033)	\$ 1,493	\$ (13,987,383)	\$ (13,086,229)	\$ 901,155	\$ (13,372,653)
Net Income (Loss)	\$ 744,453	\$ 890,525	\$ 146,071	\$ 8,206,606	\$ 12,163,928	\$ 3,957,323	\$ 10,529,038

Note: Please reference attached legends by categories.

NEW Water

Green Bay Metropolitan Sewerage District

Income Statement Legends per Categories

Operating Revenues:

User Fees - Municipal Waste:	Volume, Biochemical Oxygen Demand, Suspended Solids, Phosphorus, Kjeldahl Nitrogen, Direct Charges
User Fees – Mill Waste:	Volume, Biochemical Oxygen Demand, Suspended Solids, Phosphorus, Kjeldahl Nitrogen Direct Charges from Procter & Gamble, and Fox River Fiber
Capital and Direct Revenue Mills:	Capital and Debt Service Charges.
Other Revenues:	Excess Capacity Rental and Exceedance Surcharges, Discounts, Permit Fees, Leases, and miscellaneous revenues.

Operating Expenses:

Salaries:	Departmental, Pretreatment, Interceptor, Meter and Lift Stations (East River Lift Stations and Old Plank Lift Stations).
Benefits:	Health, Dental, & Life Insurances, Retirement, Social Security, Fringe and Compensated Benefits, Workers and Unemployment Compensations, Uniforms, Employee Referral Services, Long Term Disability, and Wellness.
Employee Development:	Registration, Conference, Seminar, Tuition Fees and Training.
Travel and Meetings:	Lodging, Transportation, Meals, Mileage, and Meetings (prior were included in Employee Development and Supplementary Expenses).
Power:	All Power-related.
Natural Gas & Fuel Oil:	Generators, Incineration and Heating.
Chemicals:	Sodium, Polymer, Ferric Chloride, Muriatic Acid, Lime, etc., Interceptor Odor Control and Lab Chemicals.
Maintenance Plant:	Repair and Maintenance Building and Equipment, Inventories (Obsolescence, Variances), Telephones for Lift and Meter Stations, Pretreatment Programs, Inventory Obsolescence, Leases, and Rental.

NEW Water

Green Bay Metropolitan Sewerage District

Income Statement Legends per Categories

Operating Expenses (Continued):

Maintenance Interceptors: Repair and Maintenance of Interceptors, Lift Stations, and Meter Stations.

Contracted Services: Contractors, Legal, Audit, Studies, Occupational Health, Custodial Services, Environmental Programs, Sponsorship, Hazardous Waste Disposal, Class and Compensation, Household Hazardous Waste Disposal, DNR Environmental Fees, In-District Sustainability, Risk-Based Asset Management, Watershed-Based Planning, Reg/Muni Environment Service, and Contingency.

Insurances: Automobile, Property, Boiler and Machinery, Liability, Umbrella, Commercial Crime, and Public Officials.

Solid Waste Disposal: Hickory Meadows Landfill and Veolia Environmental Services.

Administrative & Information Technology:

Supplies, Postage, Data Processing (computer software, main application, support, etc.), Publishing, Sales and Use Tax, Bank Service Charges, and Employee Recognition.

Supplementary Expenses: Telephones (main lines, cells), Fuel Vehicles, (New) Fuel Equipment, Small Tools, Public Information, Memberships and Dues, Publications and Subscriptions, Licenses & Permits, Freight In, Freight Out, Safety Shoes and Glasses, and Water (including Fire Protection supplemental fee).

Non-Operating Revenues and Expenses:

Investment Income: Interest on Investments and Interceptor Cost Recovery Interest.

Depreciation Expense: Monthly Depreciation on all Fixed Assets, such as Land, Land Improvements, Buildings, Vehicles, Boats & Trailers, Machinery Equipment, Furniture and Fixtures, Interceptors, Meters & Lift Stations.

Gain (Loss) on Disposal of Fixed Assets:
Sale, Disposal, and Transfer of Fixed Assets.

Interest Expense: Debt Service and Bond Anticipation Note Interest.

NEW Water
GREEN BAY METROPOLITAN SEWERAGE DISTRICT
STATEMENTS OF NET POSITION
For the Twelve Months Ending:

	Assets	30-Nov-25
Current Assets		
Cash and Investments	\$ 25,272,715.76	
Receivables		
Sewage Treatment Service	7,539,011.99	
Accrued Interest	493,177.74	
Other	249,774.74	
Inventories	3,256,405.68	
Prepaid Expenses	121,579.05	
Total Current Assets	<u>\$ 36,932,664.96</u>	
Restricted Assets		
Cash and Investments	\$ 108,992,624.06	
Accrued Interest Receivables	-	
Interceptor Cost Recovery Receivable	882,665.80	
Total Restricted Assets	<u>\$ 109,875,289.86</u>	
Deferred Outflows of Resources		
Deferred Pension Resources	\$ 6,322,301.00	
Deferred Life Insurance Resources	\$ 812,023.00	
Deferred Loss on Bond Advance Refunding	\$ 1,867,189.57	
Total Deferred outflows of Resources	<u>\$ 9,001,513.57</u>	
Capital Assets		
Wastewater Treatment Facilities	\$ 374,715,792.59	
Interceptor Sewers	112,133,541.36	
Construction in Progress	52,909,235.08	
Total Capital Assets	<u>\$ 539,758,569.03</u>	
Less: Accum Depreciation and Amortization	<u>(203,425,982.54)</u>	
Net Capital Assets	<u>\$ 336,332,586.49</u>	
Other Assets		
Bond Issuance Costs	\$ 81,750.00	
Net Pension Asset	\$ -	
Total Other Assets	<u>\$ 81,750.00</u>	
Total Assets	<u><u>\$ 492,223,804.88</u></u>	
Liabilities and Equity		
Current Liabilities		
Accounts Payable	\$ 6,922,988.97	
Salaries Payable	229,648.49	
Other Accrued Liabilities	140,081.79	
Total Current Liabilities	<u>\$ 7,292,719.25</u>	
Liabilities Payable from Restricted Assets		
Accounts Payable	\$ 1,820,902.22	
Current Maturities of General Long-Term Debt	12,643,907.00	
Interest Accrued	343,565.23	
Total Liabilities Payable from Restricted Assets	<u>\$ 14,808,374.45</u>	
Long-Term Liabilities		
General Long-Term Debt, Less Current Maturities	\$ 179,692,848.75	
Debt Premium	\$ 724,366.83	
Bond Premium	\$ -	
Pension Liability	711,010.00	
Compensated Absences	2,504,405.19	
Other post employment benefits (life insurance)	1,949,040.00	
Deferred Revenue	-	
Total Long-Term Liabilities	<u>\$ 185,581,670.77</u>	
Total Liabilities	<u>\$ 207,682,764.47</u>	
Deferred Inflows of Resources		
Deferred Pension Obligations	\$ 3,808,343.00	
Deferred Life Insurance Obligations	\$ 956,936.00	
	<u><u>\$ 4,765,279.00</u></u>	
Net Position		
Net Position		
Invested in Capital Assets, net of Related Debt	\$ 145,220,403.48	
Restricted for Equipment & Interceptor Replacement	29,930,908.58	
Restricted for Plant Capital Replacement	38,324,594.41	
Restricted for Debt Retirement	41,350,993.40	
Restricted for Capital Projects	-	
Restricted for Pension	-	
Unrestricted	<u>24,948,861.54</u>	
Total Net Position	<u><u>\$ 279,775,761.41</u></u>	

Note: Please reference attached legends by categories.

NEW Water

Green Bay Metropolitan Sewerage District

Statements of Net Position (previously Balance Sheet) Legends per Categories

Assets

<u>Current Assets:</u>	Are cash and other assets that will be converted to cash or used by GBMSD in a relatively short period of time, usually a year or less.
Cash and Investments:	Petty cash, cash in checking, general savings and investment accounts, discounts/premiums for unrestricted and restricted.
Accounts Receivable:	All amounts owed to GBMSD by customers.
Sewage Treatment Service:	Accounts receivable for sewage treatment services.
Accrued Interest:	Accrued interest and interest received on investments.
Other:	Accounts receivable from septage, pretreatment, and other customers such as Procter and Gamble Paper Products, West Shore Pipeline Co, etc.
Inventories:	Are goods and materials held available in stock by GBMSD such as electrical, instrumentation, mechanical, hardware, janitorial, lubes & oils, fuel oils, polymer, and all other miscellaneous related products such as copy paper, gloves, respirator or filter head piece, cartridge, cleaners, towels, etc.
Prepaid Expenses:	Insurances that have been paid for and not yet used such as worker compensation, liability base, automotive, umbrella base, property base, boiler & machinery, commercial crime, public officials, health, dental, and fringe benefits.

Restricted Assets

Cash and Investments:	Savings, investment and money market accounts for debt, plant and equipment replacement fund (PERF), interceptor cost recovery (ICR), bond proceeds, and unrealized gain/loss.
Accrued Interest Receivable:	Accrued interest and interest received periodically on restricted investments

NEW Water

Green Bay Metropolitan Sewerage District

Statements of Net Position (previously Balance Sheet) Legends per Categories

Interceptor Cost Recovery Receivable:

Deferred receivable from municipal customers in which the municipalities have agreed to reimburse GBMSD for the cost of interceptors owned by GBMSD whose capacity has been allocated.

Capital/Fixed Assets:

Capital: Are all items of property other than inventories, receivables, copy rights, certain governmental obligations, and real and depreciable property used by GBMSD (Ex: capital stocks and bonds).

Fixed Assets: Are long-term assets acquired by GBMSD rather than for resale.

Wastewater Treatment Facilities: Land & land improvements, structures, machinery & equipment, furniture & fixtures, vehicle, boats & trailers, and amortize assets.

Interceptor Sewers: Meter & lift stations and interceptors.

Construction in Progress (CIP): Asset entry records the cost of construction work, which is not yet completed. A CIP item is not depreciated until the asset is placed in service.

Accumulated Depreciation & Amortization: Shows the total of all depreciation and amortization recorded on the asset up through the balance sheet date (land & land improvements, structures, machinery & equipment, furniture & fixtures, vehicle, boats & trailers, and accumulated amortization).

Depreciation: Is the amount of plant asset cost allocated to each accounting period benefiting from the asset's use; it is a process of allocation, not valuation.

Amortization: Is the systematic write-off of the cost of an intangible asset to expense. A portion of intangible asset cost is allocated to each accounting period in the economic (useful) life of the asset.

NEW Water

Green Bay Metropolitan Sewerage District

Statements of Net Position (previously Balance Sheet) Legends per Categories

Other Assets:

Other Receivable:	Miscellaneous receivable such as credits and adjustments received.
Bond Issuance Cost:	Expenditures incurred in preparing and selling a bond issue such as legal, underwriting, registration fees, etc. These deferred charges are amortized over the period the bonds are outstanding (date of issue to the maturity date).

Liabilities and Equity

Current Liabilities:

Accounts Payable:	Are debts, usually due within one year, and the payment of which normally requires the use of current assets.
Salaries Payable:	Are amounts owed by GBMSD to creditors for items or services purchased from them. Contains all vouchers that have been prepared and approved as proper liabilities such as accounts payable, retainage payable for projects and accounts payable accruals.
Other Accrued Liabilities: which	Accrued salaries incurred and not yet paid.
	Amounts owed to employees for services rendered and for payment has not been made at the balance sheet date such as fringe benefits payable, federal income tax payable, FICA payable, Medicare payable, life insurance, dependent care withholding, child support payment, United Way payable, and Wisconsin income tax payable.

Liabilities Payable for Restrictive Assets:

Accounts Payable:	Contains all vouchers that have been prepared and approved as proper liabilities for restrictive assets.
Current Maturity of Long-Term Debt:	

Interest Accrued: Accrual and interest payment on debt services, Clean Water Fund loan, bond anticipation note, and Wisconsin environmental improvements.

NEW Water

Green Bay Metropolitan Sewerage District

Statements of Net Position (previously Balance Sheet) Legends per Categories

Long-Term Liabilities: Are those debts not due for a relatively long period of time, usually more than one year.

General Long-Term Debt, Less Current Maturities: Clean Water Fund loans, general obligation notes, bond issuance, bond anticipation notes, and promissory notes.

Compensated Absences: Are compensation received by employees such as accrued vacation & sick pay, severance, and paid leave conversion. Accumulated unpaid vacation and sick paid amounts are accrued when benefits vested to employees.

Deferred Revenues: Involves transfer of data already recorded in asset and liability accounts to expense and revenue accounts (Ex: De Pere consolidation).

Net Assets

Invested in Capital Assets, Net of Related Debt: Capital Assets net of debt such as Clean Water Fund loans, general obligation note, bond issue, bond anticipation loan, promissory note, bond issuance costs, and discount on bond issue.

Restrictive for Equipment and Interceptor Replacement: Plant and equipment replacement fund (PERF), interceptor cost recovery (ICR) investments, Rate Stabilization Fund and accrued interest received.

Restricted for Debt Retirement: Restrictive debt investment, accrued interest received debt, and interest payable.

Restricted for Capital Projects: Restrictive for capital project expenditures for the R2E2 Solids Project.

Unrestricted: All other net assets that do not meet the definition of "restricted" or "invested in capital assets, net of related debt."

Memorandum

TO: Commission
Nathan Qualls

FROM: Patrick Wescott

DATE: January 16, 2026

SUBJECT: November and December 2025 Operations Report

CC: Jake Becken – Treatment
Pat Smits – Maintenance
Kate Verbeten – Environmental Compliance

Effluent Quality

November - Both facilities were in full compliance with all effluent limits for the month.

December - Both facilities were in full compliance with all effluent limits for the month.

During December, the Green Bay Facility experienced elevated effluent Total Suspended Solids, Total Phosphorus, and Carbonaceous Biochemical Oxygen Demand. Variable influent loading conditions caused decreased secondary treatment performance, which, when paired with construction activities associated with the clarifier rehabilitation project, resulted in decreased effluent quality.

Operations staff are monitoring plant performance and making process adjustments to manage effluent quality and ensure regulatory compliance. Preliminary January data indicate that effluent quality is gradually trending back toward expected performance ranges.

Attached are graphs showing a rolling 12-month average for effluent quality and permit limits for both facilities.

Air Quality

The Green Bay Facility was in compliance with air quality limits for the months of November and December.

On December 2, 2025, NEW Water completed a Relative Accuracy Test Audit (RATA) of the carbon monoxide (CO) continuous emission monitoring (CEM) system on the fluid bed incinerator at the Green Bay Facility, as required by federal and state air permitting regulations. The testing compared CEM readings to EPA reference methods to verify monitoring accuracy during normal operating conditions. Results demonstrated that the



CO CEM system met all applicable EPA criteria, with relative accuracy values well within allowable limits and average CO concentrations substantially below the permitted emission standard. In addition, the associated oxygen monitoring system also met EPA relative accuracy requirements. Overall, the RATA confirmed that the incinerator CEM system is operating properly and producing reliable emissions data.

Resource Recovery

November - The solids processing facility generated 1,380 MWH of electricity. A total of 212,132 CCF of biogas was recovered, representing 95% of the total volume produced. The remaining volume was sent through the waste gas flare. NEW Water received 684,813 gallons of high-strength waste.

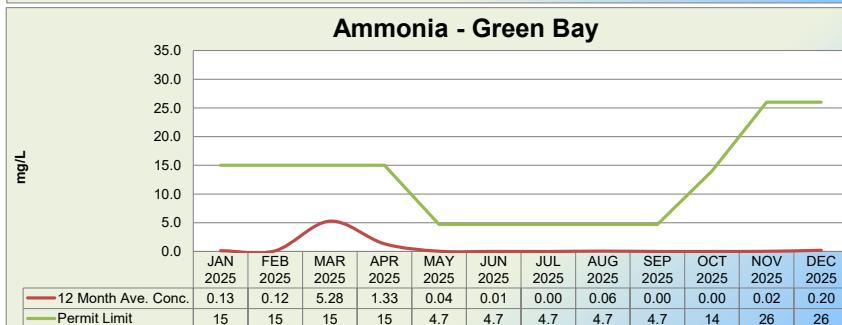
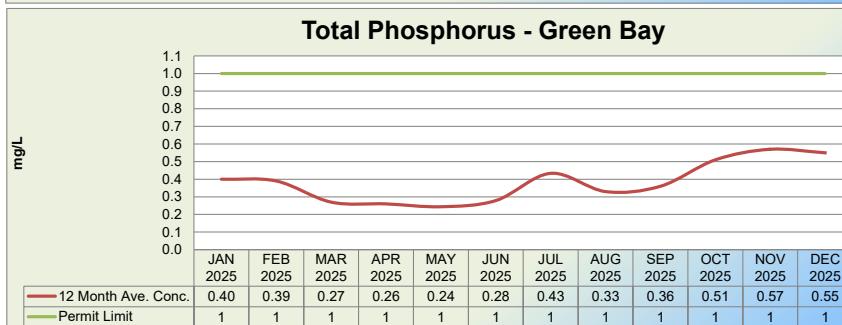
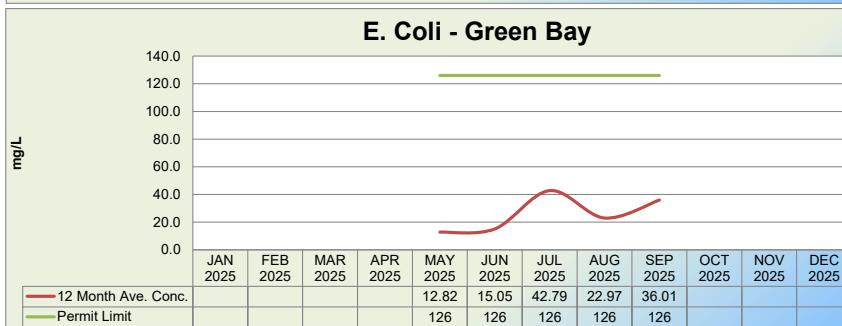
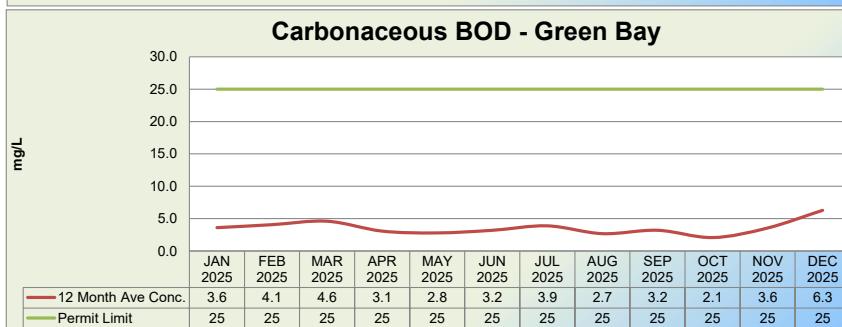
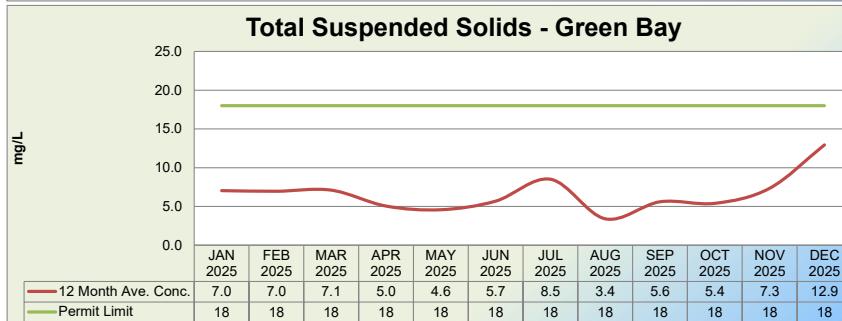
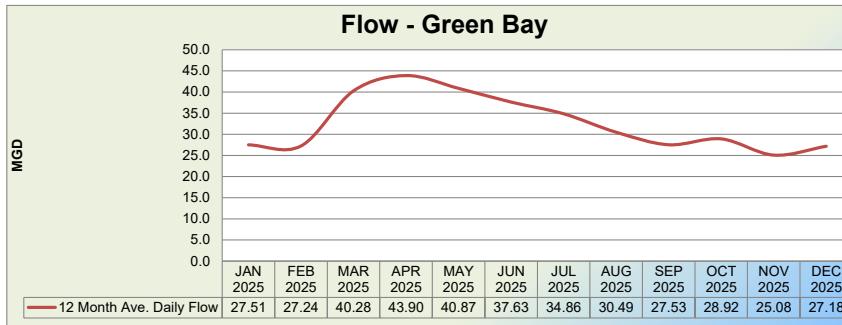
December - The solids processing facility generated 1,470 MWH of electricity. A total of 207,889 CCF of biogas was recovered, representing nearly 97% of the total volume produced. The remaining volume was sent through the waste gas flare. NEW Water received 860,715 gallons of high-strength waste.

Attachments

EFFLUENT QUALITY - CURRENT YEAR 2025															May - October Avg = 0.6 mg/L				Ammonia Limits								
NEW Water (GBMSD) - GREEN BAY FACILITY															November - April Avg = 0.6 mg/L				Jan-Apr. Monthly Avg = 15 mg/L Weekly Avg = 59 mg/L								
Permit Limits:			18 mg/L			N/A			25 mg/L			126#/100 ml			> 410#/100 ml			1.0 mg/L			0.6 mg/L per Six Months			May-Sept Monthly Avg = 4.7 mg/L Weekly Avg =13 mg/L			
FLOW		TSS			T-BOD			C-BOD			E. Coli			T. PHOSPHORUS (LL)			AMMONIA			TKN			October Monthly Avg =14 mg/L Weekly Avg = 38 mg/L				
MONTH	Million Gallons	MGD	Ave mg/L	Ave #/Day	Total #/Month	Ave mg/L	Ave #/Day	Total #/Month	Ave mg/L	Ave #/Day	Total #/Month	Monthly Geo Mean	% Exceedance	Ave mg/L	Ave #/Day	Ave mg/l 6 Months	Total #/Month	Ave mg/L	Ave #/Day	Total #/Month	Ave mg/L	Ave #/Day	Total #/Month	Nov-Dec Monthly Avg. = 26 mg/L Weekly Avg =104 mg/L			
JAN	852.856	27.51	7.0	1,615	50,058	8.8	2,016	62,491	3.6	828	25,655			0.40	93		2,886	0.13	31	946	2.24	512	15,865				
FEB	762.613	27.24	7.0	1,587	44,433	9.1	2,089	58,479	4.1	920	25,757			0.39	87		2,449	0.12	35	987	2.41	549	15,384				
MAR	1,248.694	40.28	7.1	2,443	75,734	14.7	5,140	159,353	4.6	1,561	48,384			0.27	89		2,756	5.28	1,913	59,313	7.20	2,541	78,770				
APR	1,317.017	43.90	5.0	1,877	56,319	8.7	3,344	100,329	3.1	1,151	34,526			0.26	95	0.33	2,857	1.33	574	17,229	3.26	1,305	39,145				
MAY	1,267.107	40.87	4.6	1,600	49,588	5.6	1,945	60,288	2.8	992	29,765	12.82	0.00	0.24	82		2,533	0.04	16	452	1.56	531	16,448				
JUN	1,128.833	37.63	5.7	1,786	53,579	6.0	1,907	57,209	3.2	1,004	30,132	15.05	0.00	0.28	88		2,627	0.01	3	79	1.61	506	15,188				
JUL	1,080.737	34.86	8.5	2,489	77,149	7.2	2,113	65,493	3.9	1,207	35,015	42.79	0.00	0.43	128		3,956	0.00	0	0	2.10	608	18,853				
AUG	945.130	30.49	3.4	887	27,500	4.6	1,188	36,823	2.7	742	21,530	22.97	0.00	0.33	84		2,602	0.06	15	446	1.93	489	15,170				
SEP	825.967	27.53	5.6	1,282	38,467	5.5	1,274	38,207	3.2	734	22,032	36.01	0.00	0.36	82		2,460	0.00	0	0	2.09	479	14,375				
OCT	896.531	28.92	5.4	1,298	40,237	6.6	1,601	49,641	2.1	500	15,496			0.51	120	0.36	3,707	0.00	0	0	2.10	505	15,655				
NOV	752.402	25.08	7.3	1,536	46,072	8.6	1,803	742	3.6	742	22,247			0.57	119		3,575	0.02	4	134	2.28	476	14,289				
DEC	842.682	27.18	12.9	2,946	91,323	13.3	3,023	93,719	6.3	1,429	44,288			0.55	125		3,875	0.20	47	1,466	3.08	700	21,692				
Average	993.381	32.62	6.6	1,779	54,205	8.2	2,287	69,677	3.6	984	29,569			0.38	99		3,024	0.60	220	6,754	2.65	767	23,403				
Total	11,920.570				650,460			836,120			354,828						36,284			81,053			280,834				

EFFLUENT QUALITY - CURRENT YEAR 2024															May - October Avg = 0.6 mg/L				Ammonia Limits								
NEW Water (GBMSD) - GREEN BAY FACILITY															November - April Avg = 0.6 mg/L				Jan-Apr. Monthly Avg = 15 mg/L Weekly Avg = 59 mg/L								
Permit Limits:			18 mg/L			N/A			25 mg/L			126#/100 ml			> 410#/100 ml			1.0 mg/L			0.6 mg/L per Six Months			May-Sept Monthly Avg = 4.7 mg/L Weekly Avg =13 mg/L			
MONTH	Million Gallons	MGD	Ave mg/L	Ave #/Day	Total #/Month	Ave mg/L	Ave #/Day	Total #/Month	Ave mg/L	Ave #/Day	Total #/Month	Monthly Geo Mean	% Exceedance	Ave mg/L	Ave #/Day	Ave mg/l 6 Months	Total #/Month	Ave mg/L	Ave #/Day	Total #/Month	Ave mg/L	Ave #/Day	Total #/Month	Nov-Dec Monthly Avg. = 26 mg/L Weekly Avg =104 mg/L			
JAN	1,006.230	32.46	5.8	1,569	48,645	12.3	3,349	103,832	2.7	766	23,761			0.30	81		2,509	3.59	1,000	30,992	5.09	1,403	43,482				
FEB	995.762	34.34	4.9	1,402	40,666	13.6	3,923	113,772	2.8	806	23,376			0.19	52		1,519	4.90	1,453	42,148	6.26	1,842	53,431				
MAR	1,056.543	34.08	5.1	1,451	44,994	9.2	2,632	81,581	2.7	760	23,546			0.25	74		2,283	0.05	16	509	1.71	485	15,050				
APR	1,275.398	42.51	4.8	1,765	52,942	8.9	3,230	96,913	1.7	738	22,140			0.32	112	0.35	3,362	0.06	37	1,124	1.39	506	15,180				
MAY	1,227.360	39.59	4.1	1,369	42,440	7.6	2,492	77,264	2.6	862	26,720	17.92	0.00	0.29	101		3,124	0.00	1	39	1.33	438	13,571				
JUN	1,230.162	41.01	4.3	1,463	43,884	6.0	2,066	61,983	2.1	792	23,761	17.88	0.00	0.28	93		2,795	0.00	0	0	1.26	433	12,980				
JUL	1,144.852	36.93	4.6	1,443	44,742	5.1	1,607	49,829	2.1	714	22,123	24.49	0.00	0.26	78		2,417	0.02	9	264	1.41	433	13,418				
AUG	1,146.522	36.98	5.6	1,700	52,692	5.5	1,698	52,623	3.3	1,012	31,380	54.17	0.00	0.30	93		2,871	0.09	33	1,023	1.57	486	15,052				
SEP	889.436	29.65	4.7	1,151	34,525	4.9	1,231	36,933	2.6	663	19,883	53.65	0.00	0.23	57		1,714	0.02	8	241	1.48	367	11,011				
OCT	875.978	28.26	6.5	1,547	47,972	6.6	1,549	48,032	1.2	414	12,828			0.33	78	0.28	2,422	0.04	11	350	1.71	401	12,443				
NOV	958.854	31.96	6.5	1,742	52,248	6.9	1,856	55,684	2.7	723	21,694			0.27	72		2,150	0.03	9	260	1.61	427	12,820				
DEC	887.145	28.62	7.4	1,766	54,760	8.0	1,915	59,379	3.4	817	25,340			0.40	99		3,064	0.00	0	0	1.90	451	13,984				
Average	1,057.854	34.70	5.4	1,531	46,709	7.9	2,296	69,819	2.5	756	23,046			0.29	83		2,519	0.74	215	6,412	2.23	639	19,368				
Total	12,694.243				560,510			837,823			276,550						30,231			76,950			23,421				

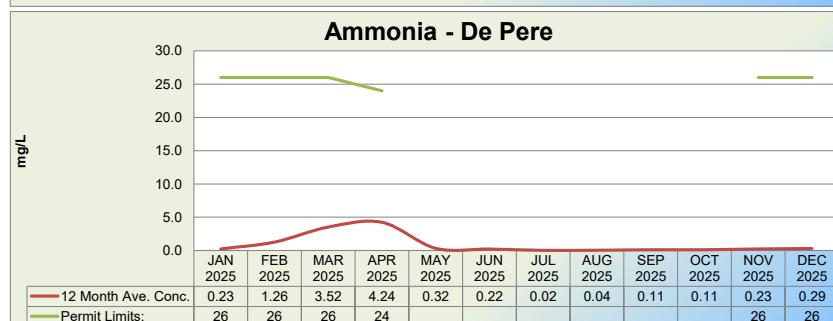
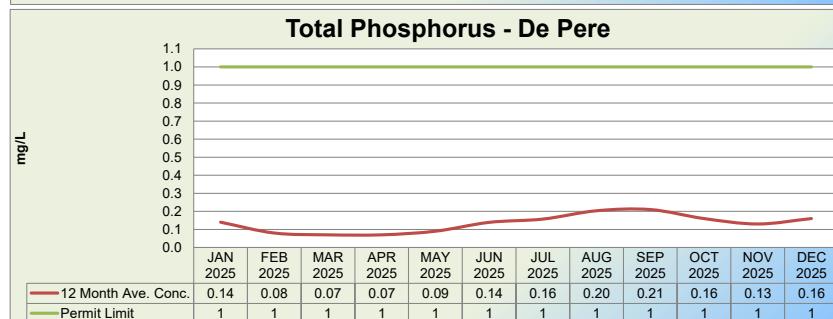
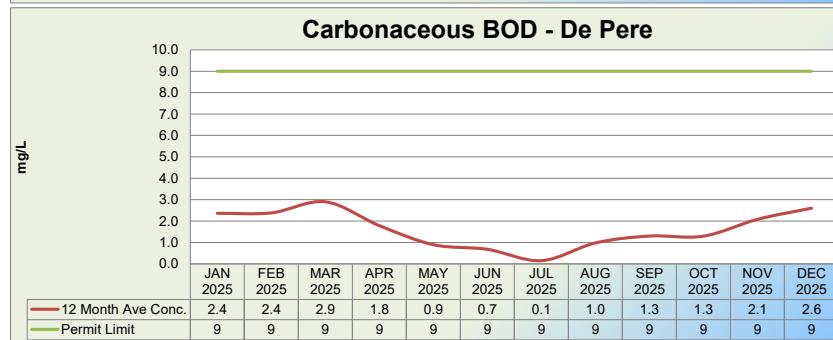
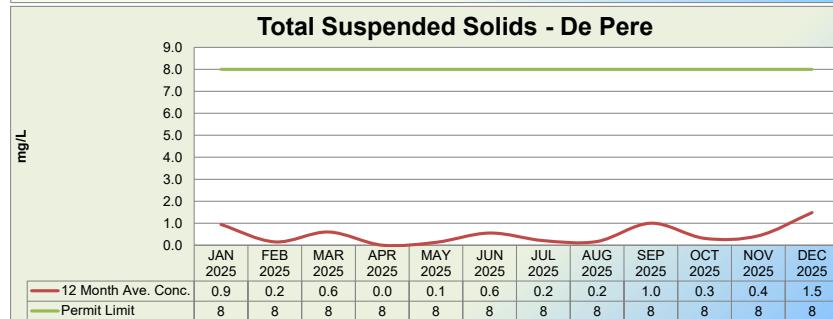
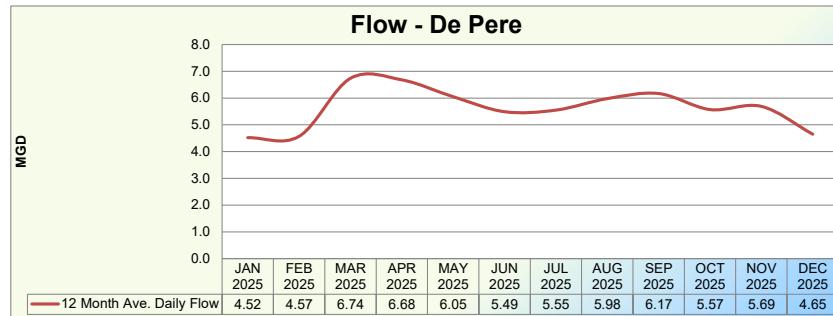
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EFFLUENT QUALITY - CURRENT YEAR 2025															May - October Avg. = 0.6 mg/L				Ammonia Limits							
NEW WATER (GBMSD) - DE PERE FACILITY															November - April Avg. = 0.6 mg/L				Jan-Mar. Monthly Avg = 26 mg/L Daily Max = 26 mg/L							
Permit Limits:			8.0 mg/L			N/A			9.0 mg/L			126#/100 ml			> 410#/100 ml			1.0 mg/L			0.6 mg/L per Six Months			May-Oct. Monitor only		
	FLOW		TSS			T-BOD			C-BOD			E. Coli			T. PHOSPHORUS (LL)			AMMONIA			TKN					
MONTH	Million Gallons	MGD	Ave mg/L	Ave #/Day	Total #/Month	Ave mg/L	Ave #/Day	Total #/Month	Ave mg/L	Ave #/Day	Total #/Month	Monthly Geo Mean	% Exceedance	Ave mg/L	Ave #/Day	Ave mg/l 6 Months	Total #/Month	Ave mg/L	Ave #/Day	Total #/Month	Ave mg/L	Ave #/Day	Total #/Month			
JAN	140.008	4.52	0.9	37	1,116	2.8	106	3,285	2.4	90	2,797			0.14	5	162	0.23	8	251	1.88	70	2,173				
FEB	127.960	4.57	0.2	6	164	3.4	131	3,669	2.4	91	2,556			0.08	3	87	1.26	53	1,480	3.01	119	3,334				
MAR	209.073	6.74	0.6	40	1,248	5.2	303	9,390	2.9	168	5,196			0.07	4	119	3.52	219	6,781	5.02	301	9,322				
APR	200.464	6.68	0.0	0	0	5.0	276	8,275	1.8	103	3,090			0.07	4	111	4.24	237	7,123	5.44	304	9,105				
MAY	187.535	6.05	0.1	6	193	2.3	119	3,698	0.9	47	1,469	1.00	0.00	0.09	5	143	0.32	18	568	1.80	92	2,845				
JUN	164.744	5.49	0.6	25	745	2.6	119	3,573	0.7	30	908	3.50	0.00	0.14	6	190	0.22	10	297	1.73	79	2,360				
JUL	171.948	5.55	0.2	9	277	0.9	44	1,312	0.1	7	221	2.07	0.00	0.16	7	226	0.02	1	26	1.56	72	2,230				
AUG	185.432	5.98	0.2	8	246	1.9	99	3,068	1.0	53	1,642	2.82	0.00	0.20	10	311	0.04	2	61	1.99	101	3,117				
SEP	185.139	6.17	1.0	46	1,388	2.4	124	3,732	1.3	65	1,948	3.45	3.33	0.21	11	323	0.11	5	157	1.79	90	2,708				
OCT	172.702	5.57	0.3	11	330	2.8	127	3,941	1.3	59	1,817			0.16	7	226	0.11	5	165	1.72	80	2,471				
NOV	170.840	5.69	0.4	21	642	3.5	164	4,917	2.1	98	2,940			0.13	6	185	0.23	11	325	1.84	86	2,593				
DEC	144.287	4.65	1.5	60	1,807	3.9	154	4,762	2.6	102	3,164			0.16	6	189	0.29	11	353	2.31	90	2,796				
Average	171.678	5.64	0.5	22	680	3.1	147	4,468	1.6	76	2,312			0.13	6	189	0.88	48	1,466	2.51	124	3,755				
Total	2,060.132				8,156			53,622			27,749					2,273			17,587			45,055				
All time record best(s) ->			0.0	0	0	0.0	0	0	0.0	0	0				0.05	2	75	0.00	0	0	0.85	50	1,495			

The effluent quality was in compliance with all of the above permit parameters for December 2025

EFFLUENT QUALITY - CURRENT YEAR 2024															May - October Avg. = 0.6 mg/L				Ammonia Limits							
NEW WATER (GBMSD) - DE PERE FACILITY															November - April Avg. = 0.6 mg/L				Jan-Mar. Monthly Avg = 26 mg/L Daily Max = 26 mg/L							
Permit Limits:			8.0 mg/L			N/A			9.0 mg/L			126#/100 ml			> 410#/100 ml			1.0 mg/L			0.6 mg/L per Six Months			May-Oct. Monitor only		
MONTH	Million Gallons	MGD	Ave mg/L	Ave #/Day	Total #/Month	Ave mg/L	Ave #/Day	Total #/Month	Ave mg/L	Ave #/Day	Total #/Month	Monthly Geo Mean	% Exceedance	Ave mg/L	Ave #/Day	Ave mg/l 6 Months	Total #/Month	Ave mg/L	Ave #/Day	Total #/Month	Ave mg/L	Ave #/Day	Total #/Month			
JAN	147.036	4.74	0.0	0	0	0.9	36	1,110	0.3	11	347			0.11	4	132	0.16	6	200	1.50	59	1,844				
FEB	142.159	4.90	0.1	7	194	1.6	66	1,924	0.3	14	396			0.11	4	126	0.20	8	243	1.56	64	1,845				
MAR	138.148	4.46	0.1	5	152	1.4	54	1,675	0.1	2	67			0.14	5	158	0.07	2	77	1.44	53	1,642				
APR	181.146	6.04	0.1	12	366	1.3	78	2,334	0.6	48	1,434			0.13	7	205	0.10	5	149	1.30	65	1,937				
MAY	187.282	6.04	4.3	409	12,677	0.5	41	1,268	0.5	40	1,232	1.18	0.00	0.11	6	196	0.03	1	43	1.41	83	2,572				
JUN	156.862	5.23	0.5	22	654	0.5	27	821	0.4	23	689	3.07	0.00	0.08	4	108	0.02	1	25	1.21	52	1,563				
JUL	165.395	5.34	0.1	3	84	0.5	24	751	0.4	16	503	1.50	0.00	0.12	5	167	0.06	3	87	1.51	67	2,081				
AUG	163.713	5.28	0.8	34	1,054	2.2	99	3,060	0.7	29	893	12.59	0.00	0.20	9	270	0.17	7	230	1.61	72	2,217				
SEP	136.211	4.54	0.1	3	83	0.6	21	644	0.1	6	167	14.63	0.00	0.15	6	173	0.06	2	63	1.32	50	1,495				
OCT	135.589	4.37	0.6	23	713	1.4	52	1,602	0.2	7	232			0.14	5	159	0.06	2	66	1.45	53	1,645				
NOV	146.871	4.90	0.4	17	499	1.6	67	2,023	0.7	31	938			0.13	5	186	0.06	3	83	1.39	56	1,693				
DEC	137.353	4.43	0.1	4.0	112	1.4	53	1,637	0.1	5	152			0.13	5	145	0.01	0	13	1.45	53	1,657				
Average	153.147	5.02	0.6	45	1,382	1.2	52	1,571	0.4	19	588			0.13	6	169	0.08	3	107	1.43	61	1,849				
Total	1,837.763				16,587			18,849			7,051					2,025			1,279			22,190				
All time record best(s) ->			0.0	0	0	0.0	0	0	0.0	0	0				0.05	2	75	0.00	0	0	0.85	50	1,495			



R2E2 ENERGY REPORT GREEN BAY 2025
NEW Water (GBMSD) - GREEN BAY FACILITY

R2E2 ENERGY REPORT GREEN BAY 2025																			
NEW Water (GBMSD) - GREEN BAY FACILITY																			
	Bio-gas Generated				Electricity Used				Natural Gas Used										
	Generators		Flare		Purchased		Generated		Incineration		Heating Boiler		Thermal Oil Boiler		Co-Generation Units				
	Total (CCF)	Total (CCF)	% of Total	Total (CCF)	Total (MWH)	Total (MWH)	% of Total	Total (MWH)	Total (CCF)	Total (CCF)	% of Total	Total (CCF)	Total (CCF)	% of Total	Total (CCF)	Total (CCF)	% of Total	% of Total	
January	205,576	189,076	92.0	16,500	8.0	3,296	1,930	58.6	1,366	41.4	147,129	21,310	14.5	121,109	82.3	5	0.0	4,706	3.2
February	182,942	167,591	91.6	15,351	8.4	2,995	1,722	57.5	1,273	42.5	145,404	21,040	14.5	116,252	80.0	1,437	1.0	6,675	4.6
March	231,411	200,729	86.7	30,682	13.3	3,347	1,899	56.7	1,448	43.3	118,456	19,640	16.6	90,924	76.8	0	0.0	7,892	6.7
April	226,189	186,757	82.6	39,432	17.4	3,384	1,990	58.8	1,395	41.2	89,731	22,540	25.1	60,801	67.8	0	0.0	6,391	7.1
May	243,120	204,657	84.2	38,463	15.8	3,413	1,955	57.3	1,459	42.7	60,535	25,162	41.6	31,748	52.4	0	0.0	3,625	6.0
June	217,297	186,674	85.9	30,623	14.1	3,245	1,864	57.4	1,381	42.6	33,680	23,608	70.1	977	2.9	246	0.7	8,849	26.3
July	176,545	171,329	97.0	5,216	3.0	3,532	2,063	58.4	1,469	41.6	48,730	23,425	48.1	0	0.0	0	0.0	25,305	51.9
August	177,498	169,239	95.3	8,259	4.7	3,176	1,858	58.5	1,318	41.5	47,792	17,782	37.2	0	0.0	180	0.4	29,830	62.4
September	192,466	176,511	91.7	15,955	8.3	2,771	1,371	49.5	1,400	50.5	27,922	8,485	30.4	0	0.0	76	0.3	19,361	69.3
October	219,393	207,934	94.8	11,459	5.2	3,226	1,789	55.4	1,437	44.6	73,287	27,798	37.9	35,571	48.5	0	0.0	9,918	13.5
November	223,302	212,132	95.0	11,170	5.0	3,119	1,739	55.8	1,380	44.2	110,350	25,090	22.7	78,561	71.2	0	0.0	6,699	6.1
December	214,701	207,889	96.8	6,813	3.2	3,324	1,854	55.8	1,470	44.2	173,574	27,590	15.9	131,518	75.8	50	0.0	14,416	8.3

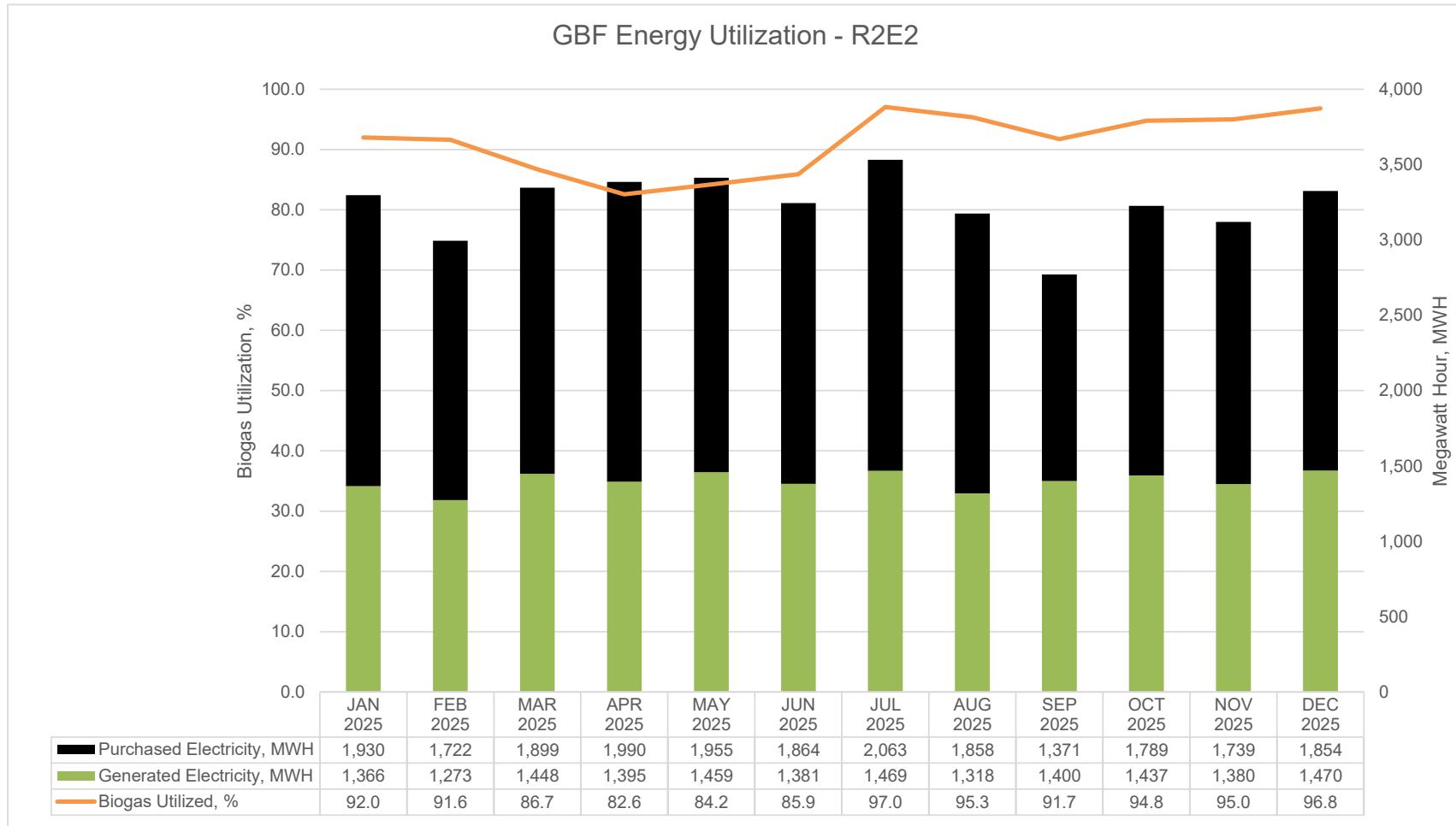
	Co-Generation Unit #3 (P-21)								Co-Generation Unit #4 (P-22)								High Strength Waste Received	Struvite Harvested									
	Monthly Run Time (hours)	Total Energy Generated (MWh)	Gas Consumption					Monthly Run Time (hours)	Total Energy Generated (MWh)	Gas Consumption					Total (gals)	Total (lbs.)											
			Bio-gas		Natural Gas					Bio-gas		Natural Gas															
			Total (CCF)	Total (CCF)	% of Total	Total (CCF)	% of Total			Total (CCF)	Total (CCF)	% of Total	Total (CCF)	% of Total													
January	582	1,107	159,319	155,523	97.6	3,796	2.4	136	259	34,462	33,553	97.4	909	2.6	811,838	0											
February	324	630	87,848	82,369	93.8	5,479	6.2	340	644	86,419	85,222	98.6	1,197	1.4	731,616	0											
March	734	1,429	206,127	198,499	96.3	7,629	3.7	10	19	2,493	2,230	89.5	263	10.5	976,123	0											
April	284	551	76,035	71,913	94.6	4,122	5.4	433	843	117,113	114,844	98.1	2,269	1.9	1,143,339	0											
May	178	345	47,998	46,742	97.4	1,256	2.6	571	1,113	160,284	157,915	98.5	2,369	1.5	1,111,240	0											
June	292	573	77,317	73,007	94.4	4,310	5.6	416	808	118,206	113,667	96.2	4,539	3.8	689,151	0											
July	246	476	63,215	53,637	84.8	9,578	15.2	510	993	133,419	117,692	88.2	15,727	11.8	637,354	0											
August	688	134	182,121	153,642	84.4	28,479	15.6	61	1,184	16,948	15,597	92.0	1,351	8.0	629,323	0											
September	717	1,396	195,287	176,068	90.2	19,218	9.8	2	4	586	443	75.6	143	24.4	656,955	0											
October	8	2	2,282	1,842	80.7	440	19.3	737	1,436	215,570	206,092	95.6	9,478	4.4	800,211	0											
November	0	0	0	0	0	0	0	712	1,380	218,831	212,132	96.9	6,699	3.1	684,813	0											
December	37	66	9,101	7,333	80.6	1,768	19.4	721	1,404	213,203	200,556	94.1	12,647	5.9	860,715	0											

R2E2 ENERGY REPORT GREEN BAY 2024

NEW Water (GBMSD) - GREEN BAY FACILITY

	Bio-gas Generated					Electricity Used					Natural Gas Used								
	Generators		Flare			Purchased		Generated			Incineration			Heating Boiler		Thermal Oil Boiler		Co-Generation Units	
	Total (CCF)	Total (CCF)	% of Total	Total (CCF)	% of Total	Total (MWh)	Total (MWh)	% of Total	Total (MWh)	% of Total	Total (CCF)	Total (CCF)	% of Total	Total (CCF)	% of Total	Total (CCF)	% of Total	Total (CCF)	% of Total
January	160,402	159,579	99.5	823	0.5	3,248	1,882	57.9	1,366	42.1	149,709	19,681	13.1	105,256	70.3	0	0.0	24,772	16.5
February	179,377	161,946	90.3	17,431	9.7	3,117	1,758	56.4	1,359	43.6	122,088	22,363	18.3	81,328	66.6	2	0.0	18,395	15.1
March	179,769	143,903	80.0	35,866	20.0	3,295	1,847	56.0	1,448	44.0	136,800	19,226	14.1	75,151	54.9	0	0.0	42,423	31.0
April	182,602	172,632	94.5	9,970	5.5	3,312	1,916	57.9	1,395	42.1	86,018	22,283	25.9	51,018	59.3	0	0.0	12,717	14.8
May	176,702	175,401	99.3	1,301	0.7	3,322	1,909	57.5	1,413	42.5	59,632	19,891	33.4	19,403	32.5	0	0.0	20,338	34.1
June	139,866	139,866	100.0	0	0.0	3,448	1,996	57.9	1,452	42.1	69,944	18,355	26.2	797	1.1	0	0.0	50,792	72.6
July	143,516	143,516	100.0	0	0.0	3,375	1,916	56.8	1,459	43.2	57,942	16,234	28.0	85	0.1	0	0.0	41,622	71.8
August	174,735	124,199	71.1	50,536	28.9	3,339	1,981	59.3	1,358	40.7	71,915	20,003	27.8	0	0.0	0.0	0.0	51,912	72.2
September	185,208	168,933	91.2	16,275	8.8	2,934	1,491	50.8	1,443	49.2	53,855	11,330	21.0	136	0.3	10	0.0	42,379	78.7
October	182,672	180,186	98.6	2,487	1.4	3,266	1,843	56.4	1,423	43.6	61,599	30,290	49.2	15,075	24.5	0	0.0	16,234	26.4
November	210,105	160,194	76.2	49,911	23.8	3,331	1,852	55.6	1,479	44.4	119,249	23,280	19.5	66,326	55.6	3	0.0	29,641	24.9
December	215,982	200,699	92.9	15,283	7.1	3,306	1,883	56.9	1,423	43.1	138,839	24,910	17.9	108,364	78.0	0	0.0	5,565	4.0

	Co-Generation Unit #3 (P-21)							Co-Generation Unit #4 (P-22)							High Strength Waste Received	Struvite Harvested			
	Monthly Run Time (hours)	Total Energy Generated (MWh)	Gas Consumption					Monthly Run Time (hours)	Total Energy Generated (MWh)	Gas Consumption									
			Bio-gas		Natural Gas					Bio-gas		Natural Gas							
			Total (CCF)	Total (CCF)	% of Total	Total (CCF)	% of Total			Total (CCF)	Total (CCF)	% of Total	Total (CCF)	% of Total	Total (gals)	Total (lbs.)			
January	326	635	82,089	74,517	90.8	7,572	9.2	374	731	102,262	85,062	83.2	17,201	16.8	448,135	0			
February	607	1,181	156,011	145,012	92.9	10,999	7.1	91	178	24,330	16,934	69.6	7,396	30.4	486,344	0			
March	3	5	647	342	52.9	305	47.1	745	1,443	185,679	143,562	77.3	42,118	22.7	351,903	0			
April	0	0	0	0	0	0	0	716	1,395	185,349	172,632	93.1	12,717	6.9	465,010	0			
May	337	653	96,561	86,596	89.7	9,965	10.3	411	760	99,178	88,804	89.5	10,373	10.5	395,120	0			
June	307	598	83,340	57,615	69.1	25,724	30.9	426	854	107,319	82,251	76.6	25,068	23.4	333,651	0			
July	0	0	0	0	0.0	0	0.0	749	1,459	185,138	143,516	77.5	41,622	22.5	384,958	0			
August	413	797	116,579	97,541	83.7	19,038	16.3	288	561	59,532	26,658	44.8	32,874	55.2	335,016	0			
September	748	1,443	211,312	168,933	79.9	42,379	20.1	0	0	0	0	0.0	0	0.0	408,193	0			
October	313	469	72,438	64,897	89.6	7,541	10.4	496	954	123,981	115,289	93.0	8,692	7.0	764,874	0			
November	78	131	20,509	19,709	96.1	800	3.9	693	1,349	169,326	140,485	83.0	28,841	17.0	851,923	0			
December	334	650	100,412	95,901	95.5	4,511	4.5	397	773	105,852	104,797	99.0	1,055	1.0	728,985	0			



Memorandum

TO: Commissioners

FROM: Nate Qualls

DATE: January 28, 2025

SUBJECT: January Commission Meeting – Executive Director's Report

- a) **February Commission Meeting.** The January Commission meeting will be held on Wednesday, February 25, 2026, beginning at 8:30 a.m. This meeting will be hybrid, held in person and via Zoom videoconference.
- b) **2025 Merrit Statistics.** NEW Water's annual compensation review comprises of two main elements. The first is a market review, presented to and approved by the Commission each fall. The second is the performance-based Merit program. Annually, NEW Water staff are evaluated on the key areas of their specific roles, their behaviors within those roles, and goals accomplished during the year.

Below are the results of the Merit program granted for the 2025 performance year.

- 68% of employees received some portion of a Merit increase, based on their performance and zone placement.
- 31% of employees were recognized as Top Performers for their contributions.
- 6 lump sum awards were granted to individuals at the top of their pay grade who were Top Performers.

The table below presents a 3-year history of merit adjustment performance as a comparison.

Performance Year	% receiving Merit	% of Top Performers (of total)	# of Lump Sum Awards	% of Merit Budget Used
2025	68%	31%	6	98.0%
2024	70%	33%	7	97.0%
2023	74%	24%	6	99.5%



c) **NEW Water Volunteers.** We are incredibly proud of the NEW Water team for their generosity and community spirit throughout 2025. Together, our staff donated an impressive 187.5 hours of their time to uplift our neighbors and protect our local environment. Whether supporting The Fox Wolf Watershed Alliance and FIRST Robotics, or serving with Habitat for Humanity, The Salvation Army, and the NEW Community Shelter, our team proved once again that we are committed to making a positive impact beyond the workplace



d) **Sam Maroszek elected as WWOA LMD Vice Chair/Chair.** We are pleased to announce that Sam Maroszek, Operator III at NEW Water, has been elected as the Vice Chair/Chair for the Wisconsin Wastewater Operator Association's (WWOA) Lake Michigan District. Sam will serve his term through 2026 and 2027. We are confident he will be an excellent representative for our organization. Congratulations, Sam!

e) **Permit Required Stack Testing Schedule Adjustment – Cost Avoidance.** Based on consistently low fluidized bed incinerator (FBI) stack emission results and concurrence from the Wisconsin Department of Natural Resources (WDNR), the full compliance stack testing requirement specified in the air permit may be

deferred to March 2028, rather than being performed in 2026 and 2027. Full FBI compliance stack testing for all required analytes is labor-intensive and costly. WDNR's approval of this adjusted testing schedule eliminates the need for two interim testing events, resulting in an estimated cost avoidance of approximately \$60,000, while maintaining full compliance with permit conditions and applicable federal regulatory requirements.

- f) **Green Bay Facility Hot Oil Economizer Replacement Project:** In December 2025, the Commission authorized the Executive Director to complete negotiations and execute an engineering agreement with Brown and Caldwell that included design, bidding, and engineering services during construction for the replacement of the Hot Oil Economizer at our Green Bay Facility. At the time of the Commission meeting, details regarding insurance coverages and specific services were still being finalized. Prior to execution, liability coverage limits were increased, and additional services were investigated and dismissed based on potential value to the overall engineering effort. Modifications to the draft agreement resulted in no cost changes.
- g) **City of De Pere Common Council Presentation: Brown County Trail Extension Project.** NEW Water presented to De Pere's Common Council on Jan. 20th, regarding upcoming public access behind NEW Water's De Pere Facility. A Brown County public trail is currently being planned to connect Ashwaubomay Park to the Brown County Fairgrounds, with an alignment following an easement along the Fox River adjacent to the De Pere Facility. NEW Water has been working with Brown County Parks and their selected engineering firm to understand the design approach and offer input. Staff have also engaged municipal, public health, industrial, and other partners to raise awareness and discuss considerations related to the project. NEW Water has also presented to the City of De Pere's Emergency Management Team on this topic and is planning a tabletop exercise with partners in early 2026. The trail plan is expected to be finalized in January 2026, with construction expected to begin this year. Additional information will be provided as the project advances.
- h) **Team Promotions:** Effective December 21, 2025 two members of our Treatment team were promoted to the Operator III Position. Eugene Pearson and Tyler Hoops both successfully completed their training at both facilities and in all areas of their roles. We appreciate their efforts and dedication to learning and look forward to their contributions to our mission and vision.
- i) **Strategic Plan:** CORE Consulting Group LLC has been retained to work with NEW Water in the development of an updated three-year Strategic Plan. CORE Consulting has supported NEW Water's Strategic Plan development since 2019 and have developed a strong understanding of our organization. This important work is anticipated to start during early 2026 and will again seek input from staff, the Commission, and external stakeholders.