

GREEN BAY METROPOLITAN SEWERAGE DISTRICT

PROCEEDINGS OF THE COMMISSION

The regular meeting of the Commission was held in person and via Zoom videoconference on June 25, 2025.

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

EXCUSED: Commissioner Hasselblad

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

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

1) Safety Moment.

N. Qualls gave a safety update on Firework Safety.

2) Approval of minutes of Commission meetings held May 28, 2025.

Motion #25-049

It was moved by Danen, and seconded by Herrman, and the unanimous vote was to approve the May 28, 2025, meeting minutes as distributed.

3) Request Commission approval of Competency-Based Advancement Program, Shift Worker Retention, and revised Salary Administration Policy.

E. Tietzen and J. Becken explained the significant challenges of retaining employees for the 12-hour shift work at NEW Water, the brand of the Green Bay Metropolitan Sewerage District, a 24/7 facility. Staff have researched and developed a Competency-Based Pay Progression and Shift Work Retention Pay Plan that would allow NEW Water to remain competitive. These programs, along with their budget impacts and policy updates, were detailed to the Commission.

Motion #25-050

It was moved by Herrman, seconded by Danen, and unanimously agreed to approval of updates to the Salary Administration Policy to incorporate Competency Based Progression Pay Program, Shift Worker Retention Plan and Shift Premium and Other Premium Policies. The implementation of a pro-rated Shift Worker Incentive payment for 2025 in the amount of \$35,150 was approved as part of the motion as well.

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4) Request Commission approval of Lab Information Management System Conversion.

G. Ashauer stated in 2011, NEW Water had implemented a Lab Information Management System developed in collaboration with STARLIMS Corp., incorporating numerous customizations to align with industry standards and NEW Water's specific sample processing procedures. Over time, many of these custom features have been incorporated into STARLIMS' standard product offering. Although the system's technical layer has been updated, the business layer remained in its original, customized state. The objective of the current conversion project is to eliminate these customizations and transition to a fully supported, out-of-the-box solution.

Motion #25-051

It was moved by Danen, seconded by Herrman, and unanimously agreed to approve the conversion of the Lab Information Management System in the amount of \$294,663.00 with a 10% contingency of \$29,000 administered under the authority of the Executive Director for a total amount of \$323,663.

5) Request Commission approval of Change Order No. 3 for the Green Bay Facility North Plant Clarifier Rehabilitation Project #18-020-CO in the amount of \$146,100.57.

R. Brown stated that on July 26, 2023, the Commission awarded a \$34.3 million construction contract to Lunda Construction Company for the rehabilitation of the Green Bay Facility North Plant Clarifiers. To date, two strategic change orders have resulted in a net cost reduction, increasing the available contingency funds to a total of \$5.14 million. The proposed Change Order No. 3 includes several contract adjustments, primarily related to lowering structural components for improved operation in lower flow conditions. Additional costs cover unplanned work, such as replacing missing flushing lines and repairing unexpected interior wall damage.

Motion #25-052

It was moved by Dannen, seconded by Herrman, and unanimously agreed to approve the Green Bay Facility North Plant Clarifier Rehabilitation Project Change Order No. 3 for a total cost of \$146,100.57.

6) Sewer plan approvals:

Motion #25-053

It was moved by Danen, and seconded by Herrman, and unanimously agreed to approve the Village of Bellevue, Village of Suamico, and Village of Allouez plans for the proposed sewers to serve land

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located within NEW Water. This approval is subject to favorable approval recommendations from Brown County Planning and final approval by the WDNR.

- 7) Convene in closed session under State Statute 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercise responsibility, under State Statute 19.85(1)(e) for the purpose of deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session and State Statute 19.85 (1) (g) for the purpose of conferring with legal counsel for the Commission who is rendering oral or written advice concerning strategy to be adopted by the Commission with respect to litigation in which it is or is likely to become involved:
- a) Potential litigation resulting from environmental testing by significant industrial user.
 - b) Potential transfer of certain interceptor segments pursuant to Section 5.05 of the Sewer Use Ordinance to a municipality.

Motion #25-054

It was moved by Herrman, seconded by Danen, and unanimously agreed to convene in closed session under State Statute 19.85(1)(e) for the purpose of deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session and State Statute 19.85(1)(g) for the purpose of conferring with legal counsel for the Commission who is rendering oral or written advice concerning strategy to be adopted by the Commission with respect to litigation in which it is or is likely to become involved.

- 8) Reconvene in open session.

Motion #25-055

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

- 9) Update of projects:

a) GBF Service Water System Improvements

R. Brown stated that the remaining punch list items will be addressed, a final change order will be issued to capture cost and time adjustments, and the project will be closed out.

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b) GBF North Plant Clarifier Rehabilitation Project.

R. Brown stated that in April, a structural failure of Primary Clarifier 3 was reported, which forced us to shut down the intended work schedule until both the problem and its solution could be verified. Since then, the manufacturer of our clarifier equipment has acknowledged their design error and is working towards correcting it. To avoid major changes in the project timeline and cost, staff preapproved the redesign of the three final clarifiers end trusses.

10) May 2025 Financials.

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

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

11) May 2025 Operations Report.

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

For the month, the solids processing facility generated 1,459 MWH of electricity. Total bio-gas volume recovered was 204,657 CCF. This was just over 84% of the total volume produced. The remaining volume was sent through the waste gas flare. NEW Water received 1,111,240 gallons of high-strength waste.

12) Executive Director's Report:

a) July Commission Meeting.

The next meeting will be held on July 30, 2025, at 8:30 a.m. via a hybrid meeting. This will be held on the 5th Wednesday of the month.

b) Executive Director Travel Expenses and Time-off.

N. Qualls solicited feedback from the Commissioners about the Executive Director's Travel Expenses and Time-off.

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c) NACWA Utility Leadership Conference.

Registration is open for NACWA's Utility Leadership Conference in July. Commissioners who may be interested were directed to contact R. Bach

d) Celebrating Excellence at NEW Water.

N. Qualls congratulated Matt Schmidt on being inducted into the prestigious Golden Manhole Society through Central States Water Environment Association (CSWEA) and NEW Water being awarded the CSWEA 2025 Operations Award.

e) Harmful Algal Bloom Workshop.

On June 10, 2025, Sarah Bartlet (NEW Water) and Jordan Murray (WI Dept of Health Services) led an informative workshop on harmful algal blooms (HABs) for over 90 individuals.

f) NEW Water hosted Wisconsin State Reps. Amaad Rivera-Wagner & Joel Kitchens.

In June, NEW Water hosted Wisconsin State Reps Amaad Rivera-Wagner and Joel Kitchens.

There being no further business to come before the Commission, the meeting adjourned at 9:39 a.m.

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Secretary