

# GREEN BAY METROPOLITAN SEWERAGE DISTRICT

## PROCEEDINGS OF THE COMMISSION

The regular meeting of the Commission was held via Zoom videoconference on August 28, 2024.

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

**ALSO PRESENT:** T. Sigmund, B. Clausen, N. Qualls, J. Smudde, E. Tietzen, P. Wescott, B. Angoli, G. Ashauer, R. Bach, J. Becken, T. Biese, A. Butry, R. Brown, E. Houghton, T. Garrison, C. Mueller, B. Oldenburg, L. Sarau, P. Smits, S. Thieszen, B. Thompson, K. Verbeten, L. Vickman, J. Smies – Legal Counsel, M. Steppe – Nicolet National Bank, A. Henningsen – Nicolet National Bank, V. Kretz – St. Norbert College.

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

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

T. Sigmund gave a safety update on heat stress.

### 2) **Approval of minutes of Commission meeting held July 31, 2024.**

#### **Motion #24-057**

It was moved by Mainz, seconded by Blumreich, and unanimously agreed to approve the July 31, 2024, meeting minutes as distributed.

### 3) **Adopt Retirement Resolution for employee, Dan Renier.**

S. Thieszen highlighted Dan Renier's employment for NEW Water, the brand of the Green Bay Metropolitan Sewerage District. S. Thieszen thanked Renier for his 32 years of dutiful employment.

#### **Motion #24-058**

It was moved by Blumreich, seconded by Mainz, and unanimously agreed to adopt the retirement resolution for Dan Renier (Resolution #24-008 is on file at the NEW Water offices).

### 4) **Request Commission approval to provide a contingency for the Interstate 41 – Ninth Street Interceptor Relocation Project.**

L. Sarau stated that in May 2024, the Commission delegated authority to the Executive Director to award the construction contract for the Interstate 41 – Ninth Street Interceptor Relocation Project. The delegation of authority was requested due to schedule delays for design and construction resulting from additional coordination with the Wisconsin Department of Transportation to address geotechnical

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concerns. The request included in the May Commission meeting did not include a request to include a contingency with the award. Staff recommended a 10% construction contingency to address issues.

#### **Motion #24-059**

It was moved by Mainz, seconded by Blumreich, and unanimously agreed to the approval for a 10% contingency in the amount of \$57,430 for the Interstate 41-Ninth Street Interceptor Relocation Project #230012CO contract to be administered under the authority of the Executive Director.

#### **5) Nicolet Bank Investment Update.**

M. Steppe from Nicolet National Bank gave a presentation on Economic Updates and provided the Commission with a summary of NEW Water's Investment Portfolio.

#### **6) Employee Survey Results with St. Norbert College.**

E. Tietzen introduced Dr. Valerie Kretz who presented the NEW Water Employee Satisfaction Survey – 2024 Final Report which included an overview of 2024 survey results as well as comparisons to the 2022 survey.

K. Hasselblad requested an action plan from the Executive Team. T. Sigmund stated the Executive Team will work on devising a plan this fall and will get information back to the Commissioners and NEW Water's employees.

- 7) Convene in closed session under State Statute 19.85 (1)(c) for the purpose of considering the employment of a public employee, 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) Litigation involving Bayview Interceptor.**
  - b) Potential litigation resulting from environmental testing by significant industrial user.**
  - c) Potential transfer of certain interceptor segments pursuant to Section 5.05 of the Sewer Use Ordinance to a municipality.**
  - d) Employment of a public employee.**

#### **Motion #24-060**

It was moved by Mainz, seconded by Danen, and unanimously agreed to convene in closed session under State Statute 19.85 (1)(c) for the purpose of considering the employment of a public employee, under State Statute 19.85(1)(e) for the purpose of deliberating or negotiating the purchase of public

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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 #24-061

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

#### 9) Executive Director Search Update.

The search for a new Executive Director has been diligently pursued. A comprehensive recruitment process has been conducted and based on the evaluation of candidates interviewed; knowledge, skills, and abilities demonstrated, the Human Resources Manager requested formal approval from the Commission to proceed with preparing a formal offer of employment to the selected candidate.

##### Motion #24-062

It was moved by Danen, seconded by Mainz, and unanimously agreed to the approval to proceed with preparation for an offer of employment to the selected Executive Director Candidate.

#### 10) Update of projects:

##### a) Interstate 41 – Ninth Street Interceptor Relocation Project

L. Sarau stated that the Interstate 41 – Ninth Street Interceptor Relocation Project has been split into three separate phases to accommodate WisDOT and Brown County Construction and to address the settlement concerns located underneath the NEW Water sewer. Phase 1 included installation of new sanitary sewer along future French Road, and a small portion of sanitary sewer on the north side of Southbridge Road. This phase of the work has been completed and the field work was successful.

Next phases of the project are dependent on WisDOT work and the area. Phase 2 includes raising a manhole that is currently located in the middle of an intersection. The manhole cannot be raised until the WisDOT closes that portion of the road before they start placing fill in that intersection. Phase 3 of the project is the remainder of the sanitary relay along Southbridge Road, which is the area where settlement or consolidation is a concern. It is anticipated that Phase 2 will happen yet this fall and Phase 3 is scheduled for fall of 2025. There was an outstanding issue related to contract contingency. That issue has been resolved.

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#### 11) 2025 Budget Workshop.

B. Clausen reviewed the 2025 Draft Budget as follows:

- 2024 Budget Update (through July)
- Proposed 2025 Budget
- 2025 Proposed Expenses
- 2025 O&M Expenses
- 2025 O&M Expenses Distribution
- 2025 Salaries & Benefits
- 2025 Contracted Services
- 2025 Capital Projects
- 2025 Annual Capital
- Proposed Long-Term Capital Projects
- Capital Projects for 2026-2029
- 2025 Revenue
- Municipal Rate Comparison
- 2025 DRAFT Budget Summary
- Next Steps

A draft 2025 Budget was also provided.

#### 12) Environmental, Health, and Safety Update.

A. Butry provided Commission with a Health, Safety, and Security update that included:

- 2023 Safety Statistics
- NEW Water Safety Statistics 2007-2024
- Chainsaw Safety Training
- Access Platforms (310 Stack Testing)
- Access Platforms (310 Incinerator Louver)
- Access Platforms (Ash Dewatering)
- Staff Safety Improvements
- ID fan lift
- Incinerator Entry Fall Protection
- SCBA Training

K. Verbeten provided Commission an Environmental Compliance Update that included:

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- 2023 NEW Water Current Permits
- 2023 Environmental Reports
- 2023 Environmental Report Listing
- 2023 Stack Test Performance
- Environmental Compliance 2023 Additional Items
- Questions / Comments

#### 13) July 2024 Financials.

C. Mueller reported that July's operating revenues were favorable to budget due to Higher TSS Loadings. Year to date, total operating revenues were favorable to budget due to mill revenue being below budget.

July's operating expenses were favorable to budget due to fewer expenditures than budget in contracted services, plant maintenance, and admin and information technology. Year to date, operating expenses were favorable to budget from fewer expenditures than budgeted in contracted services, plant maintenance, and salaries and benefits.

#### 14) July 2024 Operations report.

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

For the month of July, the solids processing facility generated 1,459 MWH of electricity. Total bio-gas volume recovered was 143,516 CCF. All of the recovered bio-gas was used for electrical generation on-site. NEW Water received 384,958 gallons of high strength waste in July.

#### 15) Executive Director's Report:

##### a) September Commission Meeting.

The next meeting will be held on September 25, 2024, at 8:30 a.m. via hybrid meeting.

##### b) Agreements Signed by the Executive Director.

A list of agreements signed by the Executive Director was provided to Commission.

There being no further business to come before the Commission, the meeting adjourned at 10:43 a.m.

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Secretary