

GREEN BAY METROPOLITAN SEWERAGE DISTRICT

PROCEEDINGS OF THE COMMISSION

Regular meeting of the Commission held via Zoom videoconference on May 24, 2023.

PRESENT: Commissioners Blumreich, Mainz, Tumpach, and Danen

ALSO PRESENT: T. Sigmund, P. Wescott, N. Qualls, J. Smudde, B. Clausen, P. Smits, B. Bartel, S. Thieszen, B. Brown, B. Oldenburg, C. Mueller, G. Ashauer, E. Houghton, T. Garrison, T. Biese, J. Valenta, B. Thompson, J. De Grave, T. Bartz, J. Smies–Legal Counsel, and A. Drewieske- Clifton, Larsen, Allen

ABSENT: Commissioner Hasselblad

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

- 1) **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) **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) **Fluid bed incinerator testing**

Motion #23-034

It was moved by Mainz, seconded by Tumpach, 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.

- 2) **Reconvene in open session.**

Motion #23-035

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

- 3) **Safety Moment.**

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T. Sigmund provided safety information on heat stress.

- 4) **Introduce new employees:**
 - a. **Jamie De Grave, Accounting Specialist**
 - b. **Tyler Bartz, Maintenance Mechanic**

C. Mueller introduced Jamie De Grave, Accounting Specialist. P. Smits introduced Tyler Bartz, Maintenance Mechanic. The Commission welcomed them.

- 5) **Approval of minutes of Commission meeting held April 19, 2023.**

Motion #23-036

It was moved by Danen, seconded by Tumpach, and unanimously agreed to approve the April 19, 2023 meeting minutes as distributed.

- 6) **Request Commission approval of Change Order No. 1 for the Green Bay Facility 2022 HVAC Improvements Project #21-0032-CO in the amount of \$20,139 and extend substantial and final completion dates.**

R. Brown stated supply chain complications have delayed the delivery of the new air handling unit for the Administration Building. This has caused the original completion date to be pushed back more than 60 days, which requires Commission approval.

Motion #23-037

It was moved by Mainz, seconded by Blumreich, and unanimously agreed to approve Change Order #1 in the amount of \$20,139, extending substantial and final completion dates for the Green Bay Facility 2022 HVAC Improvements Project construction contract to September 1, 2023, and October 1, 2023, respectively.

- 7) **Request Commission approval to enter into an agreement with Strand Associates to provide design services for the Green Bay Facility Administration Building 2024 HVAC Upgrades in the amount of \$121,000.**

R. Brown stated several of the heating, ventilating, and air conditioning systems within the Green Bay Facility Administration Building were not replaced during the major 2012 HVAC project. The complete breakdown of an air handling unit in 2022 is the primary driver for the modifications. Strand has submitted an agreement to provide design services associated with the intended 2024 HVAC upgrade effort.

Motion #23-038

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It was moved by Meinz, seconded by Tumpach, and unanimously agreed to enter into an agreement with Strand Associates to provide professional services for the Administration Building 2024 HVAC Upgrades Project for \$110,000 with a 10% contingency of \$11,000 under the authority of the Executive Director for a total authorized amount of \$121,000.

8) Request Commission approval of the following Financial Policies:

- a. Interceptor Cost Recovery Reserve Policy**
- b. Investment Interest Use Policy**

B. Clausen reviewed the information brought to the Commission at the March meeting. Copies of the policies on the new template were provided in the packet. Any changes were shown in tracked changes.

Motion #23-039

It was moved by Danen, seconded by Meinz, and unanimously agreed to approve the following policies: Interceptor Cost Recovery Reserve Policy and Investment Interest Use Policy.

9) Request Commission approval to rescind Biosolids Management Policy.

P. Wescott stated NEW Water is committed to remaining involved in organizations and groups that are related to biosolids management. The Biosolids Management Policy, as it related to the National Biosolids Partnership, has remained in place since its adoption in 2004 but has not been a driving factor in how NEW Water manages biosolids or the commitment to environmentally sustainable practices. Staff recommends the Commission approve rescinding the policy. This will remain in NEW Water records, but be removed from the active policy list.

Motion #23-040

It was moved by Meinz, seconded by Danen and unanimously agreed to rescind the 2004 Biosolids Management Policy.

10) Request Commission approval of Amendment No. 1 for the Green Bay Facility Thickening Project #21-0031-DS in the amount of \$128,910.

N. Qualls stated on September 28, 2022, the Commission approved the award of the engineering design services agreement for the Green Bay Facility (GBF) Thickening Improvement Project to Black & Veatch for a contract amount of \$998,408, plus a contingency amount of \$99,840. During the staff's review of the 30% design documents, the team questioned whether future projects within the thickening facility would result in either major changes to work completed under the thickening project or if overall cost efficiencies might be achieved by combing the work. The discussions have

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led to the following primary reasons for expanding the scope of the project: Thickening Building Motor Control Centers, HVAC Equipment, Programmable Logic Controllers, Thickened Waste Activated Sludge Pumps, Valve and Piping Modifications, and Removal of Design Services Items.

The GBF Thickening Improvement Project Amendment No. 1, with a cost of \$128,910, has been reviewed by staff and is recommended as a cost-effective approach to provide a more holistic improvement to these facilities and processes. Given the early stage of design, staff feel it is appropriate to preserve the original contingency approved for the project.

Motion #23-041

It was moved by Mainz, seconded by Danen and unanimously agreed to approve Amendment No. 1 for the engineering design services agreement for the GBF Thickening Improvement Project in the amount of \$128,910.

11) Update of Projects: DPF Tertiary Filtration and Service Water Improvements Update

N. Qualls stated although it is a slow process, the project is continuing to move along and preparation for final testing has begun.

12) 2022 Financial Audit.

C. Mueller introduced Amber Drewieske from CliftonLarsonAllen LLP. A. Drewieske provided an Executive Audit Summary which included the following:

- Required Communication
- Summary of Audit Results
- Net Position Composition
- Statement of Revenues, Expenses, Changes in Net Position
- Operating Income & Change in Net Position
- Statement of Cash Flows
- Financial Statement Footnote Disclosures
- Comments and Observations
- New GASB Standards

13) March & April Financials.

C. Mueller reported March, April, and year to date operating revenues were all favorable. March was due to additional BOD and TSS loadings. April was due to additional BOD loadings. Year to date was due to additional volume due to higher precipitation, BOD loadings and additional TKN due to elevated loads and from Packerland Whey.

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March, April, and year to date operating expenses were all favorable. March due to less expenditures than budgeted in contracted services, solid waste disposal, chemicals, administrative and information technology, and benefits. April due to less expenditures than budgeted in plant maintenance, offset by chemicals. Year to date due to less expenditures than budgeted in contracted services, administrative and information technology, plant maintenance, salary and benefits; offset by power.

14) April 2023 Operations Report.

P. Wescott provided an Operations Report. Both facilities were in full compliance with all effluent limits for the month of April 2023. The Green Bay Facility was in compliance with air quality limits for the month. The solids processing facility generated 1,442 MWH of electricity. Total bio-gas volume recovered was 211,956 CCF.

Preliminary stack test results for the fluidized bed incinerator have been received and indicate that the Lead results exceeded allowable permit limits. Staff has developed an action plan, including on-site inspections, based on the preliminary results.

15) Executive Director's Report:

a) June Commission Meeting

The next meeting will be held June 28, 2023, at 8:30 a.m. via hybrid meeting.

b) Joe Watson promoted from Treatment Operator to Process and Project Specialist

Joe Watson was promoted to Process and Project Specialist.

c) NACWA Water Week

The NACWA National Water Policy Fly-In was held April 24-27 in Washington, D.C.. A summary of the Fly-In on April 25-26 from NACWA was provided in the packet.

d) NACWA 2023 Utility Leadership Conference

NACWA will be holding its 2023 Utility Leadership Conference and 53rd Annual Meeting from July 11 - 14 in Louisville, KY. Contact Jaci Valenta for registration.

e) Platinum Peak Performance Award received (NACWA)

The National Association of Clean Water Agencies (NACWA) has lauded NEW Water for achieving 100% permit compliance for 20 years at the GBF and 11 years at the DPF.

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f) The Inflow & Infiltration (I&I) Reduction Program

The Inflow & Infiltration (I&I) Reduction Program is a collaborative effort between NEW Water and our municipal customers to reduce the amount of clear water entering our interceptors and treatment facilities during wet weather. The Program work in 2023 will focus on refining Program details, performing a financial evaluation, and developing a flow monitoring plan. NEW Water held its first Technical Advisory Committee meeting on April 24.

g) Dissipative Cooling Study response

On April 28 NEW Water staff received a response from Wisconsin Department of Natural Resources staff, regarding approval of the dissipative cooling study that analyzed the NEW Water effluent temperature impact on the Fox River at the Green Bay Facility outfall. As a result of this study, the temperature compliance schedule will be removed from NEW Water's Wisconsin Pollution Discharge Elimination System (WPDES) permit.

h) Assembly Bill 100

On Tuesday, May 16 I testified at a hearing in Madison conducted by the Assembly Committee on Energy and Utilities in support of Assembly Bill 100, which will allow the Wisconsin Clean Water Fund to provide loans and grants for projects conducted by municipalities/utilities on private property to reduce inflow and infiltration into the sewer system.

i) STEM Family Day

On April 29, NEW Water partnered with the University of Wisconsin-Green Bay and the Greater Green Bay STEM Network for the second annual STEM Family Day.

There being no further business to come before the Commission, the meeting adjourned at 10:04 a.m.

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Vice President