

# GREEN BAY METROPOLITAN SEWERAGE DISTRICT

## PROCEEDINGS OF THE COMMISSION

Regular meeting of the Commission held via Zoom videoconference on June 28, 2023.

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

**ALSO PRESENT:** T. Sigmund, N. Qualls, B. Clausen, E. Tietyen, P. Smits, B. Bartel, B. Brown, B. Oldenburg, C. Mueller, B. Angoli, K. Verbeten, T. Garrison, T. Biese, J. Valenta, B. Thompson, J. Smies—Legal Counsel, A. Smits and A. Kaker,- Village of Suamico

**ABSENT:**

Commission President Hasselblad 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) **Potential litigation concerning air emission testing of the fluidized bed incinerator.**

### **Motion #23-042**

It was moved by Blumreich, seconded by Mainz, 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 #23-043**

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

- 3) **Safety Moment.**

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T. Sigmund provided information on firework safety.

4) **Approval of minutes of Commission meeting held May 24, 2023.**

**Motion #23-044**

It was moved by Blumreich, seconded by Danen, and unanimously agreed to approve the May 24, 2023 meeting minutes as distributed.

5) **Approve Resolutions for acceptance of the Compliance Maintenance Annual Report for 2022 for the Green Bay Facility.**

K. Verbeten requested she be able to go over the Compliance Maintenance Annual Reports for both the Green Bay and De Pere Facility at the same time, and that they be approved in the same motion. Commissioners agreed to allow one motion for both reports. K. Verbeten detailed the score NEW Water received for both facilities and requested approval of the resolutions.

**Motion #23-045**

It was moved by Blumreich, seconded by Meinz, and unanimously agreed to approve the resolutions for acceptance of the 2022 Compliance Maintenance Annual Reports for the Green Bay and De Pere Facilities.

6) **Approve Resolutions for acceptance of the Compliance Maintenance Annual Report for 2022 for the De Pere Facility.**

This item was approved in the same motion as item five with Commissioners approval.

7) **Request Commission approval of Amendment No. 1 for the Green Bay Facility 2022 HVAC Improvements Project #210032-DS with Strand Associates, Inc. for additional engineering services in the amount of \$19,600.**

B. Brown stated though the anticipated project completion date has been extended six months due to equipment supply chain delays, costs associated with the current request are primarily related to the addition of two items beyond the scope of the original Strand proposal:

Modifications to the intended ductwork and supply fan in the Blower Room will allow for the direct addition of outside air rather than air from the Incinerator Room and previously anticipated collaborative efforts with the contractor are required to develop unique individual prescreening systems for various air intakes.

NEW Water staff have reviewed the scope changes outlined in Amendment No. 1 and have determined the additional cost is appropriate for the proposed effort. In addition to the Amendment, the previously approved contingency amount should be retained for potential remaining issues.

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**Motion #23-046**

It was moved by Mainz, seconded by Danen, and unanimously agreed to approve Amendment No. 1 for the Green Bay Facility 2022 HVAC Improvements Project #210032-DS with Strand Associates, Inc. for additional engineering services in the amount of \$19,600.

- 8) **Request Commission approval to award the construction contract for the Green Bay Facility South Plant Mixing Enhancement Project #220007-CO to August Winter & Sons, Inc. for a total amount of \$571,545.**

T. Biese stated Black & Veatch was retained to design basin improvements incorporating new mixing equipment and mixed liquor recycle system improvements required to operate the pilot project. Working with NEW Water staff, Black & Veatch developed plans and specifications to allow the mechanical equipment installation for this pilot project to be publicly bid as one large project. Three bids for the proposed work were received on June 13, 2023. August Winter & Sons, Inc. is the lowest and selected bidder.

**Motion #23-047**

It was moved by Tumpach, seconded by Blumreich and unanimously agreed to award the construction contract for the Green Bay Facility South Plant Mixing Enhancement Study #220007-CO to August Winter & Sons, Inc. in the amount of \$519,585 with a 10% contingency of \$51,960 to be administered under the authority of the Executive Director for a total amount of \$571,545.

- 9) **Request Commission approval of the following Financial Policies:**
- a. **Investment Policy**
  - b. **Authorization Levels of Capital Projects and Operating Expenditures**
  - c. **Records Management Policy**

B. Clausen reviewed the copies of the policies on the new template were provided in the packet. Any changes were shown in tracked changes.

**Motion #23-048**

It was moved by Danen, seconded by Blumreich, and unanimously agreed to approve the following policies: Investment Policy, Authorization Levels of Capital Projects and Operating Expenditures Policy, and Records Management Policy.

- 10) **Sewer plan approvals:**
- a. **Village of Howard, Project #23012, GBMSD Request #2023-14**

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#### Motion #23-049

It was moved by Mainz, seconded by Blumreich, and unanimously agreed to approve the Village of Howard sewer plan.

#### **11) Feedback from HDHP learning sessions.**

E. Tietzen provided a memo detailing feedback from the learning sessions that were held in April and May 2023, per the Commission's request, which detailed the features and functions of High Deductible Health Plans (HDHP's) to NEW Water staff.

#### **12) Executive Director succession planning.**

E. Tietzen stated the Executive Director position will be transitioning in approximately the next 12-18 months. A memo was provided outlining a process to engage the Commission in the succession and recruiting process for a successful transition. The Commission requested a special meeting be held to discuss the recruitment process.

#### **13) Update of Projects: DPF Tertiary Filtration and Service Water Improvements Update**

B. Angoli provided a brief project update stating there was not much new since the last update was given in June.

#### **14) May Financials.**

C. Mueller reported May and year to date operating revenues were both favorable. May was due to additional BOD and TKN from Green Bay Packaging due to bypassing the pretreatment system. Year to date was due to additional BOD loadings from Green Bay Packaging and Packerland Whey and additional TKN due to elevated loads and from Packerland Whey.

May operating expenses were unfavorable. May due to more expenditures than budgeted in maintenance-interceptors, and administrative and information technology. Year to date were favorable due to less expenditures than budgeted in contracted services, administrative and information technology, plant maintenance, salary and benefits; offset by power and maintenance-interceptors.

#### **15) May 2023 Operations Report.**

B. Bartel provided an Operations Report. Both facilities were in full compliance with all effluent limits for the month of May 2023. The Green Bay Facility was in compliance with air quality limits for the month. The solids processing facility generated 1,511 MWH of electricity. Total bio-gas volume recovered was 197,609 CCF.

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NEW Water submitted a written response to the WDNR about the Annual Emissions Retest. In the written response, staff detailed the steps taken by NEW Water to identify and correct air emissions exceedances. A second stack test was conducted on April 11<sup>th</sup> and April 12<sup>th</sup>. The emissions values for HCL were under permit limits. The Lead emissions during the April stack test remained above permit limits.

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

##### **a) July Commission Meeting**

The next meeting will be held July 26, 2023, at 8:30 a.m. via hybrid meeting.

##### **b) 2022 Annual Report**

NEW Water's annual report is complete. A link was provided.

##### **c) Strategic Planning update**

A brief Strategic Plan update was given to the Commission.

##### **d) PFAS plan of action**

NEW Water has produced a PFAS Plan of Action to guide our efforts toward addressing this emerging contaminant. The plan is published on our website.

##### **e) Petition for Annexation**

On June 13, 2023, NEW Water staff received a petition for annexation from the Village of Pulaski, with support from the Town of Angelica, related to an area north of the existing NEW Water service area in Pulaski. Staff is currently reviewing the petition, and the petition has been forwarded to regional planning commissions for review. Staff is also working with NEW Water legal counsel to conduct a public hearing for the petition for annexation during the July Commission Meeting. A copy of the Petition for Annexation is attached. Also attached is a map that shows the general location of the territory that has been requested to be annexed to the NEW Water service area. The territory is located on the north side of the Village of Pulaski, in the Town of Angelica, Shawano County, WI.

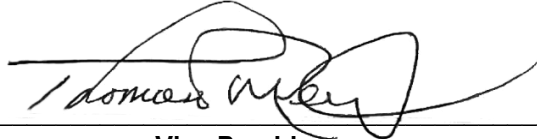
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There being no further business to come before the Commission, the meeting adjourned at 9:50 a.m.

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A handwritten signature in black ink, appearing to read "Thomas M. Kelly", is written over a horizontal line. The signature is stylized and cursive.

**Vice President**