

GREEN BAY METROPOLITAN SEWERAGE DISTRICT

PROCEEDINGS OF THE COMMISSION

Regular meeting of the Commission held via Zoom videoconference on December 6, 2023.

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

ALSO PRESENT: T. Sigmund, N. Qualls, P. Wescott, J. Smudde, E. Tietyen, P. Smits, B. G. Ashauer, Clausen, B. Bartel, B. Oldenburg, C. Mueller, B. Angoli, T. Biese, T. Garrison, S. Thieszen, E. Houghton, J. Valenta, R. Bach, E. Smith, and J. Smies–Legal Counsel.

Commission President Hasselblad called the meeting to order at 8:31 a.m.

Commissioner Tumpach joined the meeting at 8:32 a.m.

1) **Budget Hearing.**

T. Sigmund gave a presentation of the 2024 Budget which included the following:

- Changes to the 2024 Budget from October 25 Presentation
- 2024 Proposed Expenses
- 2024 Revenue
- 2024 Budget Summary
- NEW Water Cost for a Typical Household
- Next Steps

2) **Budget Adoption.**

T. Sigmund requested Commission approval of the budget as presented.

Motion #23-085

It was moved by Mainz, seconded by Blumreich, and unanimously agreed to adopt the 2024 Budget.

3) **Safety Moment.**

T. Sigmund gave a safety update on house fires.

4) **Approval of minutes of Commission meeting held October 25, 2023 and November 14, 2023.**

Motion #23-086

It was moved by Mainz, seconded by Danen, and unanimously agreed to approve the October 25, 2023 and November 14, 2023 meeting minutes as distributed.

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5) Introduction of new employee, Emma Smith.

E. Smith provided the Commission with her educational background and job experience. She was met with warm welcomes by the Commissioners.

6) Request Commission approval of Employee Handbook Updates.

E. Tietyen provided a detailed summary of changes and updates that were made to the existing Employee Handbook.

Motion #23-087

It was moved by Mainz, seconded by Blumreich, and unanimously agreed to approve the revisions to the Employee Handbook.

7) Request Commission approval of Discipline/Termination Grievance Policy & Workplace Safety Grievance Policy.

E. Tietyen request that the Discipline/Termination Grievance Policy and Workplace Safety Grievance Policy be removed from the Employee Handbook and become stand-alone policies. This would allow them to be easily accessible to all staff who inquiries and also allow policy specific changes should the State Statute be revised.

Motion #23-088

It was moved by Mainz, seconded by Blumreich, and unanimously agreed to approve the Discipline/Termination Grievance Policy and Workplace Safety Grievance Policy

8) Request Commission approval of the Resolution Authorizing the issuance and Sale of up to #38,982,413 General Obligation Sewerage System Promissory Notes, Series 2023A and providing for other details and covenants with Respect Thereto.

C. Mueller stated on July 26, 2023, a contract request was presented and approved by the Commission to award Lunda Construction Company the construction contract for the Green Bay Facility North Plant Clarifier Rehabilitation Project, which was anticipated to be funded through the Clean Water Fund Loan. Staff is requesting Commission approval of the General Obligation Note to start the process of closing out the Clean Water Fund Program Loan for the Green Bay Facility North Plant Clarifier Rehabilitation Project in the amount of \$38,982,413., with the note to be issued with a subsidized interest rate of 2.145% within the 20-year limitations. She added that upon approval, the State of Wisconsin has scheduled the loan closing for December 13, 2023.

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Motion #23-089

It was moved by Danen, seconded by Mainz, and unanimously agreed to approve the Resolution Authorizing the Issuance and Sale of up to \$38,982,413 General Obligation Sewerage System Promissory Notes, Series 2023A and providing for Other Details and Covenants Thereto and the Financial Assistance Agreement.

- 9) **Request Commission approval to close out the construction contract for the Green Bay Facility Pumping Station HVAC Rehabilitation Project #20-023-CO and issue final payment in the amount of \$25,782.17 to August Winter & Sons, Inc.**

B. Brown stated after delays from supply chain problems and equipment failure, all systems are finally in place, with temperatures and pressures in both the dry well and wet well areas being accurately and reliably maintained. August Winter & Sons, Inc. has completed all the work in accordance with contract documents and is ready for close out and final payment.

B. Brown stated that there was an error in the final close out amount that resulted in the final payment being \$25 less than what was provided in the closeout memo for a grand total of \$25,757.17.

Motion #23-090

It was moved by Blumreich, seconded by Mainz, and unanimously agreed to close out the construction contract for the Green Bay Facility Pumping Station HVAC Rehabilitation Project #20-023-CO and issue final payment for the revised amount of \$25,757.17 to August Winter & Sons, Inc.

- 10) **Request Commission approval to close out the construction contract for the Green Bay Facility 2022 HVAC Improvements Project #210032-CO and issue final payment in the amount of \$81,403 to J.F. Ahern Company.**

B. Brown stated project completion dates were postponed, first due to an extended lead time for delivery of the Administration air handler, and again when a replacement heating coil was required due to damage incurred during delivery of that unit. Brown also noted most of the available contingency was used to construct cottonwood screens to eliminate contamination from more critical air intakes. J.F. Ahern Company has now completed all work in accordance with the contract documents and is ready for close out and final payment.

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Motion #23-091

It was moved by Mainz, seconded by Blumreich, and unanimously agreed to close out the construction contract for the Green Bay Facility 2022 HVAC Improvements Project #210032-CO and issue final payment to J.F. Ahern Company in the amount of \$81,403.81

11) Sewer plan approvals:

- a. Town of Lawrence, Project #2122, GBMSD Request #2023-25
- b. Village of Howard, Project #24007, GBMSD Request #2023-26
- c. Village of Howard, Project #24011, GBMSD Request #2023-27

Motion #23-092

It was moved by Mainz, seconded by Blumreich, and unanimously agreed to approve the Town of Lawrence 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 Wisconsin Department of Natural Resources.

12) 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.

Motion #23-093

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.

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13) **Reconvene in open session.**

Motion #23-094

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

14) **Update of Projects:**

a) **DPF Tertiary Filtration and Service Water Improvements Updates.**

B. Angoli stated basin 1 filter media cleaning was completed by the manufacturer and placed back into operation. Staff is collecting operational data on the system to see if the pressure washing of the media fixed the media plugging, and will continue to be monitored. The manufacturer will review other alternatives to pressure washing as it was not a cost effective solution.

b) **GBF North Plant Clarifier Rehabilitation Project.**

B. Brown stated Notice to Proceed was executed on October 5 at the conclusion of a Preconstruction Conference. An EComm project portal was established and submittal review started. Contractor and Engineer pursued necessary permitting and pre-existing condition inspections. Preliminary schedules and associated documentation are being developed.

c) **South Plant Mixing Enhancement Project.**

T. Biese stated the compressed air piping to the new mixing system has been installed. The Contractor continues to install piping and nozzles for the new mixing system. Installation has started on the 24-inch PVC mixed liquor recycle force main.

15) **October 2023 Financials.**

C. Mueller reported October's operating revenues were unfavorable to budget due to less flow volume due to lower precipitation. Year to date, total operating revenues were favorable to budget due to additional BOD Loadings from Green Bay Packaging and Packerland Whey.

October's operating expenses were unfavorable to budget due to more expenditures than budgeted in contracted services, plant maintenance, and solid waste disposal. Year to date, operating expenses were favorable to budget from less expenditures than budgeted in contracted services, salary and benefits, and administrative and information technology: offset by chemicals, plant maintenance, interceptor maintenance, power, and natural gas & fuel oil.

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16) October 2023 Operations Report.

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

For the month of October, the solids processing facility generated 1,472 MWH of electricity. Total bio-gas volume recovered was 192,383 CCF. This is approximately 95% of the total volume produced. The remaining volume was sent through the waste gas flare. NEW Water received 845,328 gallons of high strength waste in October.

17) Executive Director's Report:

a) January Commission Meeting.

The next meeting will be held January 24, 2024, at 8:30 a.m. via hybrid meeting.

b) December Commission Meeting.

There will be a Commission meeting held December 7, 2023, at 12 p.m. via Zoom videoconference for the purpose of compensation review of the Executive Director.

c) Draft 2024 Commission Schedule.

A schedule of the 2024 Commission meetings was included in the Commission packet.

d) Disclosure of Related Party Transactions.

Commissioners are required to sign the Disclosure of Related Party Transactions form every year. Electronic signatures can be used.

e) Office Nominations.

An item on the January 24, 2024, Commission agenda will be the election of NEW Water Commission officers for 2023. Commissioners should forward and nominations for President and Secretary to Tom Sigmund, and the Commission will elect the President and Secretary at the January Meeting.

f) Public Meeting for Downtown Interceptor Renewal Project.

A Public Information Meeting (PIM) was held regarding the Downtown Interceptor Renewal Project, for 6 p.m. on December 4 at the Brown County Public Library, Downtown Branch. Notifications had been made to the surrounding neighborhoods, partners, and other relevant parties. An additional PIM will

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be held closer to construction launch, and communication will be continuous throughout the duration of this project.

g) COVID in Wastewater Program Receives National Honors.

The Wisconsin COVID Wastewater Surveillance Program has been recognized by the Centers for Disease Control as a "National Center of Excellence." NEW Water joined this effort early on during the pandemic, and proud to be part of this ongoing program.

h) Pollution Prevention.

A new Public Service Announcement regarding keeping Fats, Oils, and Grease (FOG) out of our community's sanitary sewer system was produced. It was shared with staff, municipal and industrial partners, as well as on our social media channels.

i) S.H.E.D. Ribbon Cutting Ceremony.

On November 15, representatives from the Oneida Nation, Outagamie County, Fox Wolf Watershed Alliance, and NEW Water gathered as partners to celebrate a ribbon cutting event of the Soil Health Education and Demonstration (SHED) facility. The partnership and facility are intended to encourage more sustainable agricultural practices such as continuous cover to improve soil structure, increase infiltration, minimize runoff and soil erosion, and sequester more carbon.

j) Fox Demo Farms 10 Year Celebration.

On November 15, the Lower Fox Demonstration Farm Network (Fox Demo Farms) celebrated 10 years with an event held at Brickstead Dairy in Greenleaf. This event celebrated the progress made over the past 10 years improving soil health and water quality, and also recognized all of the contributing partners, including NEW Water.

k) WWOA Operator Competition.

NEW Water Operators Alex Moon, Codey Beekman, and Ryan Gardner represented the WWOA Lake Michigan Region at the Operator Competition during the WWOA Annual Conference in October. They took third place in the competition.

l) Aaron Eichhorst WWOA Board of Directors.

Aaron Eichhorst was re-elected to the WWOA Board of Directors for a two year term.

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There being no further business to come before the Commission, the meeting adjourned at 9:51 a.m.

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Secretary