

GREEN BAY METROPOLITAN SEWERAGE DISTRICT
PROCEEDINGS OF THE COMMISSION

Regular meeting of the Commission held via Zoom videoconference on October 28, 2020.

PRESENT: Commissioners Hasselblad, Blumreich, Mainz, Tumpach, and Hoffmann

ALSO PRESENT: T. Sigmund, P. Wescott, N. Qualls, B. Vander Loop, J. Smudde, T. Brown, B. Bartel, D. Tess, B. Weller-Titus, L. Sarau, B. Brown, B. Angoli, S. Thieszen, B. Oldenburg, T. Garrison, E. Houghton, J. Van Sistine, J. Smies–Legal Counsel; A. Lukas–Brown and Caldwell

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

1) Safety moment.

T. Sigmund provided seven essential furnace safety tips, which include vacuum dust and remove items in and around the furnace, replace furnace filters, and schedule an annual furnace inspection.

2) Introduce the new Wastewater Treatment Plant Operator-in-Training, Derek Tess.

B. Bartel introduced Derek Tess, who began his employment with NEW Water, the brand of the Green Bay Metropolitan Sewerage District, on September 28, 2020. He has been working at the De Pere Facility, and will return to the Green Bay Facility in one month.

D. Tess stated that he is happy to be here. It has been one of his long-term goals to work at NEW Water. He graduated from the University of Wisconsin-Green Bay in 2013 with a degree in Economics and Urban Planning. He previously worked at Fox River Fiber for over six years operating the anaerobic digester.

Commissioner Hasselblad stated that this is a strange time to onboard new employees, and asked how it has been going. D. Tess replied due to the pandemic, staff are learning how to process things differently while maintaining distance.

The Commissioner welcomed him.

3) 2021 Budget workshop.

T. Sigmund stated that he gave a presentation to the Allouez Village Board, and the Board asks annually that NEW Water consider having a meeting at night when residents can attend.

Commissioner Mainz asked if they are not able to attend the regular meetings. T. Sigmund replied that the Village of Allouez would like NEW Water to offer a night meeting so residents that work during the day could attend.

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T. Sigmund reviewed the draft 2021 budget, as follows:

- 2021 Proposed Expenses
- 2021 Operations & Maintenance Expenses
- 2021 Budget Changes Since September Workshop
- 2021 Revenue
- Municipal Rate Comparison
- 2021 Budget Summary
- Next Steps

T. Sigmund stated that NEW Water has not received any new comments on the budget.

- 4) **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 under 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) **Discussion of negotiation strategy concerning a potential industrial customer**
 - b) **Litigation involving Bayview Interceptor**
 - c) **Potential litigation resulting from the failure of the granulated activated carbon system of the fluidized bed incinerator**
 - d) **Potential litigation resulting from wastewater spillage during construction of the Dutchman Creek Interceptor stream crossings**

Motion #20-084

It was moved by Mainz, seconded by Blumreich, 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 under 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.

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

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Motion #20-085

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

6) Approval of minutes of Commission meeting held September 23, 2020.

Motion #20-086

It was moved by Blumreich, seconded by Hoffmann, and unanimously agreed to approve the September 23, 2020 minutes as distributed.

7) September financials.

B. Weller-Titus reported September's operating revenues were favorable to budget by \$157,000 or 5% from additional BOD loadings. Year to date total operating revenues were favorable to budget by \$1,900,000 or 6% from more flow volume and BOD loadings.

B. Weller-Titus reported September's operating expenses were favorable to budget by \$141,000 or 7% from less expenditures in contracted services and plant and interceptor maintenance. September's operating expenses with unfavorable results had more expenditures in solid waste disposal and natural gas & fuel oil. Year to date total operating expenses were favorable to budget by \$253,000 or 1.5% from less expenditures in contracted services, interceptor maintenance, benefits, and employee development. Year to date unfavorable resulted were from power, plant maintenance, and chemicals. Net income for the month of September was \$214,000, and year to date was \$3,900,000.

8) Request Commission approval of the 2021 dental insurance plans and premium sharing.

T. Brown reported NEW Water has been able to offer dual dental insurance options to staff since 2017. Premium rates will remain the same for 2021. She requested Commission approval for Lincoln Financial to provide group dental insurance for a one-year period with 2021 premium sharing for eligible employees at \$32.86 per month for single plan coverage and \$103.34 for family plan coverage, and for CarePlus to provide group dental insurance for a one-year period with 2021 premium sharing for eligible employees at \$22.20 for single plan coverage and \$69.74 per month for family plan coverage.

Commissioner Hasselblad stated that there will be no increase to staff. T. Brown replied yes. NEW Water's broker worked with the dental insurance carriers to negotiate no increases for 2021.

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Motion #20-087

It was moved by Blumreich, seconded by Tumpach, and unanimously agreed to approve Lincoln Financial to provide group dental insurance for a one-year period with 2021 premium sharing for eligible employees at \$32.86 per month for single plan coverage and \$103.34 for family plan coverage, and for CarePlus to provide group dental insurance for a one-year period with 2021 premium sharing for eligible employees at \$22.20 for single plan coverage and \$69.74 per month for family plan coverage.

9) Request Commission approval for Brown and Caldwell to provide planning services for a Regional Inflow & Infiltration Reduction Program in the amount of \$126,582.

L. Sarau stated as part of the Strategic Plan, NEW Water is undertaking an initiative to lead in the reduction of clear water from Inflow & Infiltration (I&I) entering the NEW Water interceptor system and plant. NEW Water sent out a request for proposals (RFP) to plan for a Regional I&I Reduction Program. The RFP was sent to six consultants, and NEW Water received proposals from Brown and Caldwell and CDM Smith. Because this project will impact NEW Water's municipal customers, staff held multiple meetings with the I&I Stakeholder Advisory Group to review the RFP and solicit feedback regarding the proposals received. Most of the group supported either consultant. The NEW Water Consultant Selection Team utilized a qualification based selection tool to rank the two firms based on project team and personnel, firm qualifications, project approach, schedule, and cost. NEW Water staff is recommending award to Brown and Caldwell because its project team provided more industry wide experience and better understood the scope of work.

L. Sarau stated as part of the project agreement, staff is requesting an allowance for additional customer meetings, which would be authorized by NEW Water staff. This is expected to be a first step of a multi-phased project. The intended outcome of this project is a technical memorandum with a recommendation for the Regional I&I Reduction Program and a high level implementation strategy. Staff requested Commission approval for Brown and Caldwell to provide planning services for a Regional I&I Reduction Program in the amount of \$99,461 with an allowance of \$17,175 and a 10% contingency of \$9,946 under the authority of the Executive Director for a total amount of \$126,582.

Commissioner Blumreich asked Andy Lukas from Brown and Caldwell what his experience is working with communities taking ownership across the board between the water treatment system and the communities themselves. A. Lukas replied that Brown and Caldwell has worked with regional utilities, such as NEW Water, and municipal customers that own the pipes on strategies that are most successful for their situations. Brown and Caldwell is currently working with Madison Metropolitan Sewerage District. Brown and Caldwell is also working on a large scale private property lateral project with Milwaukee Metropolitan Sewerage District, as well as other places around the country.

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Commissioner Mainz asked if Brown and Caldwell has worked with any of NEW Water's customers. A. Lukas replied that his firm is doing some storm water work for the City of Green Bay, and also worked with the City of Green Bay on a CMOM Program strategy about five years ago.

Motion #20-088

It was moved by Mainz, seconded by Blumreich, and unanimously agreed to approve Brown and Caldwell to provide planning services for a Regional I&I Reduction Program in the amount of \$99,461 with an allowance of \$17,175 and a 10% contingency of \$9,946 under the authority of the Executive Director for a total amount of \$126,582.

- 10) **Request Commission approval to execute the Davis-Bacon Wage Rate Compliance Certificate for the Resource Recovery and Electrical Energy Contract 34 Digestion and Solids Facility Project No. 4198-99.**

B. Angoli stated that staff is requesting close out procedures for the Clean Water Fund Program for Contract 34 for the Davis-Bacon Act required certification that NEW Water has complied with prevailing wage requirements. The highest elected official and secretary are required to sign the document to close out the project. Staff has reviewed the weekly contractor certified payroll records and statements of compliance with weekly payroll. Staff recommends the Commission President and Secretary execute the Davis-Bacon Wage Rate Compliance Certification form certifying NEW Water has met the requirements on Project No. 4198-99.

Commission Blumreich asked if his electronic signature can be used. B. Angoli replied that he contacted the Department of Natural Resources (DNR) and electronic signatures can be used on this document.

Motion #20-089

It was moved by Blumreich, seconded by Hoffmann, and unanimously agreed to execute the Davis-Bacon Wage Rate Compliance Certification for Resource Recovery and Electrical Energy Contract 34 Digestion and Solids Facility Project No. 4198-99.

- 11) **Request Commission approval to execute the Use of American Iron and Steel Compliance Certificate for the Resource Recovery and Electrical Energy Contract 34 Digestion and Solids Facility Project No. 4198-99.**

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B. Angoli stated as part of the financial assistance program, the steel and equipment used on this project must be made in the United States to meet the American Iron and Steel requirement. Staff recommends the Commission President and Secretary execute the Use of American Iron and Steel Compliance Certification form certifying NEW Water has met the requirements on Project No. 4198-99.

Commissioner Mainz asked who certifies that this review has taken place. B. Angoli replied that NEW Water reviewed a list from the contractor of items used on the project and verified through the submittal process that the equipment was stamped U.S. made. The DNR representative also reviews this information.

Commissioner Hasselblad asked if there were any problems with the Davis-Bacon Wage Rate or American Iron and Steel. B. Angoli replied no.

Motion #20-090

It was moved by Blumreich, seconded by Hoffmann, and unanimously agreed to execute the Use of American Iron and Steel Compliance Certification for the Resource Recovery and Electrical Energy Contract 34 Digestion and Solids Facility Project No. 4198-99.

12) Update of projects:

a) Project Updates Summary

N. Qualls provided a quarterly update on NEW Water projects. Closeout of the De Pere Facility Switchgear & Emergency Generator Project is in progress. The contractor continues to move closer to the second tunnel boring machine on the Bayview Interceptor Replacement Project. Once the machine is removed, the contractor will finish the carrier pipe for the wastewater to complete the gravity system. The Tertiary Filtration & Service Water Project is under design. NEW Water has received proposals from the equipment suppliers, and staff is reviewing the pros and cons and financial aspects of the two major styles. Staff plans to provide a recommendation for the selection of equipment supplier at the December Commission meeting, and the project would go out for bid in January 2021. The East River & Ninth Street Interceptor Study is taking longer than anticipated, and staff is working closely with the consultant on capacity limitations. The Facility Plan has moved to the next phase of technical memorandums from Black and Veatch.

b) Contract 35 Solids Building 300 Demolition

B. Angoli reported Contract 35 Solids Building 300 Demolition Project is moving along and the contracted work on this project has been completed. Finishing work on the change order for the gravity thickeners upgrade. The pumps are scheduled to arrive and be installed in November, and start up is planned for December.

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c) Effluent Reuse Pump Station and Force Main

B. Angoli reported the Effluent Reuse Pump Station and Force Main Project is moving along well. NEW Water should receive the pumps in November and startup of the system is scheduled for December.

d) Dutchman Creek Interceptor Rehabilitation

B. Brown reported the contractor has made good progress on the construction of the Dutchman Creek Interceptor over the first two months of work. On the aerial overview provided in the Commission packet, the crew is now about half way between Hansen Road and Circle Drive. Until recently, the lack of rain has helped with the construction effort. In the last reporting period Advance Construction did have multiple problems with permit compliance and wastewater releases related to equipment failure on the bypass system. NEW Water issued a stop work notice to the contractor until discussions and resolutions could be worked out with the DNR. NEW Water and the contractor have agreed on an approach for future creek crossings. Work resumed the beginning of last week on the installation.

e) De Pere Facility Solids Building Demolition

B. Brown reported Brandenburg, the general contractor, has been motivated to keep the job moving and potentially complete the work in 2020. All buildings are down and foundation work is complete, except for the meter station. Miscellaneous work in the Service, Blower, and Aeration Buildings has also been completed. The heavy rain last week and continued cold weather has made it impractical to finish the site restoration work this year. The contractor is tightening up the site to shut it down for the winter. The grading and paving will be completed next spring, and then the project will be ready for close out.

13) September 2020 Operations report.

P. Wescott reported both facilities were in compliance with all effluent limits for the month of September. The Green Bay and De Pere Facilities tied performance records for ammonia. The Green Bay Facility was in full compliance with air quality limits.

P. Wescott reported the solids processing facility generated 1,430 megawatts of electricity through digestion. NEW Water received a little over 2,200,000 gallons of high strength waste from two primary sources.

14) Executive Director's report:

a) December Commission meeting

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The December Commission meeting will be held on Wednesday, December 2, 2020, beginning at 8:30 a.m. via Zoom videoconference. A special meeting will be held November 18, 2020 at 9 a.m. to go into closed session for performance evaluation of the Executive Director.

b) Cory Marcott accepted the Utility Worker position

Cory Marcott, Treatment Operator, has accepted the Utility Worker position. Transition from Treatment Operator to Utility Worker will occur around the first of the year.

c) Jack Day and Peer Excellence Awards

An Employee Appreciation event was held September 30, 2020 via Zoom videoconference. The Jack Day Award of Accomplishment was presented to Don Brice, and the Peer Excellence Award was presented to Tricia Garrison. About 66 employees participated in the event.

d) Recognition of 25 and 40 year service anniversaries

Two employees were recognized for significant service milestones: Mike Wells for 25 years and Ken Stevens for 40 years.

e) COVID-19 paid leave statistics

Temporary paid leave modifications for COVID-19 related absences as defined by the Families First Coronavirus Response Act are set to expire December 31, 2020. Staff will provide a recommendation to the Commission at the December meeting.

f) COVID-19 Focus Team

COVID-19 cases in Wisconsin continue to increase and statistics are not getting any better.

g) COVID-19 in Wastewater Study

We have gone from quickly science fiction to reality on that to detect COVID-19 infection before it shows up in terms of symptoms. It is being used primarily around dormitories in colleges to help identify some of these issues.

h) COVID-19 related expenses submitted for reimbursement through the CARES Act

NEW Water partnered with Brown County to recover over \$60,000 in costs associated with COVID-19. NEW Water may be able to partner with another municipality to recover additional COVID-19 costs.

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i) **2020 NEW Water Employee Satisfaction Survey Final Report**

St. Norbert College Research Institute conducted an employee satisfaction survey, and a summary of the results were provided in the Commission packet. The results indicate that NEW Water staff are pretty satisfied.

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

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Secretary